

Quwwat ul Islam Girls' School



Recruitment Policy

Issue Ref No	Policy Name	Date Reviewed	Reviewed by	Date of Next Review	Changes Made
Issue 1	Recruitment Policy	08/03/2011	Ms B.Malik and Mrs B. Khan	March 2012	'Advertising' amended

Recruitment Policy

Recruitment of Staff: Code of Practice

This code of practice is intended to provide a framework within which the school can recruit staff. The school recognises and endorses the equal opportunities framework within which the selection, interviewing and appointment of staff takes place. The School safeguards and promotes the welfare of students and this is reflected in this recruitment code of practice.

Advertising

All new or replacement posts will be advertised externally, except when it is necessary to recruit from existing staff.

The usual means through which posts will be advertised depends on the nature of the post. Usual means of advertising would be:

- Salaams Website
- Muslim Teacher's Network
- Islamic Events and Notices
- The Muslim Weekly

The advert will include: the basic details of the post, how to get more details about the post and how to apply.

Informal Contacts

The School does not consider it professionally appropriate to solicit applications from individuals before the public advertisement of the post.

The School believes that it is not good professional practice for anyone associated with the school to seek to entice a person to leave their post and take up another on the basis of private, informal contacts.

Application

For teaching posts and non-teaching posts we will ask for an updated curriculum vitae, with names of two referees (a most recent reference is required). References will be requested for all short-listed applicants in advance of the interviews. For non-teaching positions, where requests in advance of appointment are not the norm, references will be requested for the 'provisionally' successful applicants only.

Short- Listing

Short listing will be completed on the basis of the strength of an individuals C.V. Interviewing will then follow.

Interviewing

The short-listed candidates should be contacted with as much notice as possible with details of the interview procedure.

Candidates are usually contacted by phone on the final day of interview to inform them of the outcome of the procedures. All unsuccessful candidates will be offered feedback on reasons why they were not successful.

Offer of Posts and References

All posts are to be offered subject to satisfactory references, statutory checks, qualifications, standard CRB Criminal Record Bureau check and completion of a medical questionnaire.

Satisfactory references means two references (one most recent) that confirm the candidate's previous employment and position within that employment as stated on the C.V. Confirmation that there are no known reasons why that person should not work with children will also be required. Where a reference has been given in confidence it should be treated as confidential, and should not become a subject of discussion with the candidate.