



CITY OF LONDON ACADEMY
ISLINGTON

Recruitment Policy

RECRUITMENT POLICY

Contents

- **Your Application and Our Recruitment Process**
- **General Conditions of Employment**

The Academy's Recruitment Policy must be read in conjunction with the Job Description and Person Specification of the specific vacancy you are applying for.

City of London Academy, Islington is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau.

Our Recruitment Process

Fair Recruitment

COLA-Islington places great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. If you want to discuss why you have not been successful, please contact us for some feedback.

COLA-Islington's Equal Opportunities Policy states that we want to ensure that no job applicant or employee will receive less favourable treatment on any of the following grounds; race, gender, religion, marital status, disability, HIV anti-body status, age, whether they are lesbian or gay, or any other form of unjustifiable discrimination.

Data Protection Act 1998

The information you give us, as part of your application, will be used for the purposes of selection for the post to which it applies. It will be made available to all persons that will be part of the selection process and all forms will be kept for a period of 6 months from completion of the selection process. Forms submitted by the successful candidate will be maintained on the relevant personnel files.

We will not share this information with any organisation without your consent.

The Job description and Person Specification

Every vacancy advertised is based on a job description and person specification. The job description describes the duties and responsibilities of the vacancy. The person specification describes the knowledge, qualifications, experience and competencies we are looking for. Please look at these documents carefully so that you know what the job involves and the range of expertise required.

Making an Application

The information you give us in your application is the only information we will use in deciding whether or not you will be short listed. Your application form and supporting statement is therefore very important and the following advice is designed to help you complete it as effectively as possible.

It may be a good idea for you to write out your application in draft first to avoid mistakes, repetitions, etc. Do ensure that the information you give us is well organised and relevant.

Your application needs to show the relevant skills, knowledge and experience you have gained. We would like to see brief examples of the work you have been involved in and it is helpful if you write in a positive way (e.g. I was responsible for... I organised...). Always remember to specify your own responsibilities rather than those of your section or department. CVs are not usually accepted unless specifically stated on the advert - only completed application forms will normally be considered.

The most important thing is to tell us - we are unable to guess or make assumptions. If you have any disabilities and need assistance in completing the form, then please let us know and we will be pleased to help.

Complete your form in black ink, or type it and forward it before the closing date to **Mandy Seeburn, HR Manager, City of London Academy Islington, Prebend Street, London N1 8PQ.** Always keep a copy for your own records.

Short-listing and Interviews

As well as an interview, the Academy often conducts tests and written exercises in appropriate circumstances. You may therefore be asked to undertake such exercises as part of the selection process for this vacancy.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post. You will also have the opportunity to ask questions about the job, conditions of service, etc.

Should you not be successful in your application, please do not be discouraged from applying for future vacancies where you meet the person specification and skills.

Disabled Applicants

If you have a disability that means that you are unable to meet some of the job requirements, please address this in your application. If you meet all other criteria and are short-listed, we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements. This could include reasonable adjustments to premises, equipment or job duties.

All offers of employment are conditional and are subject to the following pre-employment clearances: *(please also see exception rule below)*

Satisfactory medical clearance.

All successful candidates complete a Medical Questionnaire and may be required to pass a medical examination by the Academy's Occupational Health Physician.

Satisfactory References

To comply with current Safer Recruitment guidelines, two references are taken up: one of which should be your Line Manager in your present or most recent employment or, if you are at school, college or are a university leaver, your Head Teacher or Tutor. Occasionally, more than two references may be necessary and if so we will normally tell you before we contact former employers.

The Academy reserves the right to verify any information you give on your application form, or throughout the selection process. In the event that the Academy receives any information through the verification process, which may differ from any information you have provided, or that has an adverse effect on our decision, it is the Academy's policy to give applicants the opportunity to comment on that before any final decision is taken.

Candidates cannot take up post until at least two satisfactory references have been received.

Criminal Records Bureau (CRB) clearance for posts exempt from the Rehabilitation of Offenders Act

To comply with current Safer Recruitment regulations all positions in Academy require candidates to be suitably checked.

You will be unable to take up your appointment until the academy has received

- A clear List 99 check
- A satisfactory Enhanced CRB check

Noted for Prospective Job applicant on Convictions and CRB Rehabilitation of Offenders Act 1974

Please note that you are applying for a post that requires a Criminal Records Bureau disclosure check (CRB). **All convictions, whether spent or not, will be detailed on the Disclosure Certificate that is issued to both the Academy and the applicant.** This check is carried out once a preferred candidate has been selected, prior to a formal offer of employment being made.

1. Any information given will be treated as confidential and used only in connection with the application.
2. An offer of employment may be withdrawn or dismissal may result, if previous convictions for 'unspent' criminal offence are not disclosed.

Evidence of qualifications

We will need to evidence all of the qualifications (original Certificates), you outline in your application.

Eligibility to work in the UK

In order to comply with the Asylum & Immigration Act 1996, all employers in the UK are required to make basic document checks on every person they intend to employ.

We have to ask all applicants who are offered jobs to provide proof that they can be legally employed. We have to see satisfactory proof in the form of original documentation before we can confirm any offer of employment that we make. If we do not see satisfactory proof, an offer of employment may be withdrawn.

Exception Rule

If the Principal of the Academy deems it acceptable for an individual to start work before all checks have been received controls will be put in place to ensure that the individual does not work unsupervised with students. A monitoring strategy will be confirmed and put in place by the Principal and will be reviewed every two weeks until the CRB disclosure is received by the Academy.

GENERAL CONDITIONS OF EMPLOYMENT

The conditions of service outlined below are intended as a guide only. You should clarify the specific conditions of employment for the post for which you are applying.

Pay

Salary shall be payable monthly to a Bank or Building Society account. It will normally be paid on the 26th day of each month.

Pension - Support Staff

The Academy's pension scheme for Support Staff is subject to the provisions of the Local Government Pension Scheme. Under this scheme, you are required to contribute a percentage of your gross salary, currently ranging from 5.5% to 7.5%, although staff may opt out and make their own pensions arrangements.

Pension - Teaching Staff

The Academy's pension scheme for Teaching Staff is subject to the provisions of the Teachers' Pension Scheme. Under this scheme, you are required to contribute a percentage of your gross salary, currently 6.4%, although staff may opt out and make their own pensions arrangements.

Probationary Period - Support Staff

You must successfully complete a probationary period of 6 months from the commencement date.

Job Share

Job share means sharing the duties and responsibilities of a full-time post with someone else (your job share partner). Applications may be considered from applicants on a job share basis depending on the needs of service delivery and whether these can be met in a job share arrangement.

Notice Period - Support Staff

Appointments are subject to the following notice periods:

Scale 1 - SO2	Not less than one month
PO1 - PO6	Not less than two months
LP07	Three months, subject to Principal's discretion
LP08 and above	Three months

Notice Period - Teaching Staff

Spring Term	28 th February for 30 th April (or end of term if earlier date)
Summer Term	31 st May for 31 st August
Autumn Term	31 st October for 31 st December