



ABU DHABI

# Recruitment Policy

## D – Employment & HR Policies & Procedures

<b>Key author</b>	HR Manager
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## **Recruitment Policy**

### **(1) Policy statement**

The British School Al Khubairat ('BSAK') is committed to providing all of its students with education and pastoral care of the very highest quality and also to safeguarding and promoting the welfare of children and young people. At the core of the Recruitment Policy is BSAK's commitment to the safety and wellbeing of its students as detailed in the Safeguarding & Child Protection Policy.

BSAK recognises that its employees are fundamental to excellence in teaching and learning; and, therefore, it needs to be able to recruit and retain employees and volunteers of the very highest calibre and those who share these commitments. In order to achieve this, a strategic and professional approach to recruitment is essential.

In order to be both clear and consistent, the Recruitment Policy sets out the approach BSAK will take when dealing with recruitment. This Policy and the associated procedures cover all the activities that form part of the recruitment and selection process. It is applicable to the recruitment of all employees including part-time and supply.

It is the responsibility of each employee to familiarise themselves with, and to adhere to, this Policy and the associated procedures.

Ultimately it is the responsibility of the Headmaster and the Bursar, in conjunction with the Human Resources (HR) Department to ensure that this is the case.

### **(2) Key principles**

- BSAK will seek to recruit the best candidate for each job based on merit.
- As a minimum requirement when recruiting teachers, BSAK requires a degree and a UK teaching qualification and/or the equivalent in order to comply with ADEK requirements.
- BSAK fully supports the recruitment of UAE Nationals and seeks to attract, employ, develop and retain UAE Nationals.
- Appropriate training and support will be provided to those involved in recruitment and selection. All employees directly involved in recruitment will undertake formal Safer Recruitment Training.
- BSAK will ensure that the recruitment and selection of employees is conducted in a professional, timely and responsive manner.
- Recruitment and selection is a key public relations exercise and should enhance the reputation and profile of the School both regionally and internationally.
- BSAK will treat all candidates fairly and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome. No applicant for a job at the School will be treated unfairly on any grounds including race, nationality, religion or religious belief, gender, marital status, disability or age.

- BSAK practices safer recruitment in checking the suitability of all prospective employees and volunteers (including employees supplied by employment agencies and under contract with other organisations).
- BSAK will ensure that its students are properly safeguarded at each stage of the recruitment process in accordance with the School's Safeguarding & Child Protection Policy.
- BSAK will ensure its recruitment and selection process and the subsequent outcomes are cost effective.
- If an employee involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the individual's application and they will be excluded from any involvement in the recruitment, selection and decision-making process. Applicants will be asked to declare any close or familial relationship with a BSAK employee at the application stage.
- Successful applicants for a role at BSAK cannot be line-managed by a relative.
- If an ex-offender applies for a position with BSAK, prior to them being shortlisted for interview, they will be asked to disclose the nature of the spent offence. The applicant will be made aware that the nature of the spent offence will be independently verified. Careful consideration will then be given as to whether the spent offence has a bearing on the role the applicant is applying for and whether the recruitment of the individual would place the School, students and/or employees at any risk. If the spent offence is deemed not to have any bearing on the applicant's ability to successfully perform the vacant position, they may be invited for interview. If it is deemed the spent offence would involve the School, students and/or employees being put at risk the applicant will be notified that their application will not be taken any further.

### **(3) Implementation**

The Board of Governors delegates and provides resources to the Headmaster who is responsible for the implementation of this Policy through the associated procedures.