



BRITISH SCHOOL
MUSCAT



BRITISH SCHOOL
SALALAH

Recruitment Policy

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1. Introduction

It is the policy of British School Muscat/Salalah that staff recruitment is carried out on the basis of fair and open competition and that selection is based on merit. This policy statement sets out the principles and key procedures governing staff recruitment.

2. Responsibility for Recruitment

With the exception of the appointment of members of the Leadership Team the responsibility for the recruitment of all other members of staff is delegated to the Principal who may delegate aspects of recruitment to members of the Leadership Team.

3. Promoted Posts

The existence of promotion opportunities is an important motivator for staff and encourages them to develop their skills to the benefit of BSM/BSS. Clearly therefore, there must be a sensible balance struck between filling jobs, particularly above the basic grades, by promotion and by recruitment.

4. Recruitment Principles

Recruiters within BSM/BSS must adhere to the following code of conduct:

- Give equal and reasonable access to information about the job and its requirements and about the selection process to all candidates
- Consider all candidates equally on merit at each stage of the selection process
- Judge all candidates against relevant criteria applied consistently
- Use reliable selection techniques which do not discriminate unfairly against applicants

BSM/BSS staff who meet the specified qualifications for appointment must be allowed to apply in open competition for vacancies within BSM/BSS. Common standards of selection must apply to both internal and external candidates.

5. Staff Appeals

The School respects the fact that internal applicants may be dissatisfied with the outcome of an application. However, while it may not necessarily be possible to reverse a decision once an appointment has been made, an appeal through the School's Grievance Policy & Procedure may be made, and a review of the process undertaken, which may prove to be helpful for future appointments.

6. Advertising

It is a requirement of fair and open competition that the job opportunities are known about and publicised to potential applicants; that applicants know how to apply and are given sufficient time to do so. Prior to advertising, the recruiter is required to establish a clear definition of the job and the qualifications, competencies and qualities needed for it.

Advertisements and any supporting literature must contain whatever applicants need to know to gain a clear picture of the job and what is required to do it.

The following should be made available to interested candidates:

- The job title
- A job description
- Salary package
- Competencies, qualifications, experience, personal qualities required
- Application instructions and closing date

7. Short-listing for Interview

Short-listing should be used to identify a field of candidates who, from their application and according to common criteria, appear to be most suitable for the job. Formal short-listing should not begin before the publicised closing date (although ineligible candidates can be informed sooner) unless there are exceptional circumstances including a limited timeframe for the appointment. If shortlisting could occur before the closing date, this should be clearly stated in the advertisement.

Short-listing must:

- Be done by more than one person (to avoid individual bias)
- Apply the same criteria in the same way to all applicants
- Use all criteria stated in the job advertisement

8. Interviews

- Recruitment interviews must be carried out by the Principal, Head of School or delegated to suitable members of staff.
- Criteria against which candidates will be assessed must be determined and agreed in advance and all candidates assessed equally against them.
- Notes should be taken during the interview and kept for a period of three months. All candidates both successful and unsuccessful must be notified promptly.
- All internal applicants who have been unsuccessful in their applications can, if requested, receive individual feedback and debriefing from the lead interviewer for the vacancy.

9. Sponsorship of Work Visa

It is a condition of all employees of British School Muscat/British School Salalah that they are sponsored by the School.

9.1 Locally hired positions

Before considering an applicant for a locally hired position the applicant must understand and accept the following possible implications of transferring sponsorship to the school:

- In the best case spouse's employer will raise no objection and any benefits accruing to the applicant through their spouse will not be affected.
- Some employers will raise no objection but will rescind those benefits that apply directly to the applicant. These are generally flight entitlement and medical insurance. The School will cover these on a case by case basis provided we have a letter from the spouse's employer formally stating which benefits they will no longer be providing. The School does have a medical insurance scheme for its staff and would pay a flight allowance based on one economy return trip to the UK.
- A minority of employers will refuse to allow sponsorship to be changed and unfortunately this would bar an applicant from employment with the School.

Procedure to follow with regards to locally hired applicants:

- The requirements to be sponsored and its potential implications must be made clear to applicants in any advertisement and when being invited to interview.
- Before being invited to interview the applicant's School application Form & CV must be passed to the School's Operations Manager and Translation Coordinator to be assessed as to the likelihood of work visa sponsorship being successful.
- At interview applicants must be asked whether they have any objection to being sponsored and whether they have inquired through their spouse's employer as to the potential implications.

10. Safer Recruitment Requirements

It is essential that safeguarding remains integral and key to the recruitment process; the safety and welfare of children and young people has priority at all times. For schools inspected under the British Schools Overseas ('BSO') framework, this will be undertaken in accordance with the UK Government's guidance 'Keeping Children Safe in Education'. The school implements safeguarding procedures and arrangements throughout the recruitment process to ensure that the person appointed is appropriately vetted. There will be at least one person involved in the recruitment process who has undertaken safer recruitment training within the last five years.

10.1 Safer Recruitment

The structured recruitment process listed above ensures that the principles of Safer Recruitment are applied so any information that could be important in determining whether someone is safe to work with children is not missed. The process is broken down into three stages with the School's safeguarding culture being emphasised throughout the process:

- Pre-Interview
- Interview
- Appointment

10.1.1 Pre-Interview

For all vacancies that are to be filled, the following should be prepared and agreed with the Line Manager, Head of School and the Principal:

- Job description and person specification;
- Advertising material including details of the BSM/BSS Safeguarding standards to deter unsuitable applicants
- Use of a BSM/BSS standard application form which requires a full and complete job history, accounting for any gaps in employment and criminal convictions
- Candidates are shortlisted by a minimum of 2 people against an agreed criteria from the person specification using information contained in the application

10.1.2 Interview

- Structured questions including at least one on safeguarding at interview
- Minimum of 2 interviewers per interview
- Verification of information on any gaps within the applicant's job history
- References from previous employers

Prior to Second Interview

Two professional references (either electronically and/or by telephone) are requested directly from the previous employers. All references should be from a referee in their professional capacity i.e. a reputable source and not a private email account. Open references are not acceptable.

10.1.3 Appointment

Once the appointee is selected, an offer is made which is conditional to the necessary information being supplied. This includes verification of identity, qualifications, professional references and DNBS/Police record from both previous country of residence and home country.

10.2 Single Central Record (SCR)

As part of best safeguarding practice referred to in Keeping Children Safe in Education 2021, BSM/BSS maintains a Single Central Record of all the safeguarding checks that have been undertaken on all staff and other relevant people.

The single central record covers:

- All teaching staff
- Support Staff
- Admin Staff
- Premises Staff
- Governors/Proprietors/Trustees
- Volunteers
- Agency Staff (working in the school for a 'reasonable' length of time)
- Contractors
- Student teachers
- Additional instructors/coaches/etc.

The minimum information that is recorded for employees and agency staff is:

- Name and address
- Date of Birth
- Evidence of ID (inc photograph) e.g. passport
- DBS check/certificate/ROP certificate from most recent country of residence and from home country
- Qualification(s) required for position
- Medical fitness declaration and assessment as part of visa process