



Warrington Collegiate

## **QUALITY ASSURANCE**

**Policy: RECRUITMENT & SELECTION**

**Policy Ref: S/4/15**

**Approved by: Human Resources Director**

**Date: October 2011**

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Recruitment and selection play a fundamental role in the success and development of the College. Successful recruitment and selection is an important factor in our ability to attract and retain high performing staff and ensure an appropriate balance of skills and competences to meet changing needs, enabling the short and long term ambitions of the Collegiate to be met.

This policy indicates the College's approach to the recruitment and selection of all staff.

The Collegiate will seek to attract the best candidate for the job based on merit and ensure the identification of the person best suited for the job and the Collegiate.

The Collegiate will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner in compliance with current employment legislation.

The Collegiate is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. In order to verify an individual's suitability for appointment successful applicants are required to undertake Criminal Records Bureau Disclosure before confirmation of appointment.

The Collegiate welcomes applications from individuals regardless of gender, race, creed, disability, marital status, sexuality or age and endeavours to ensure that each and every applicant receives equitable and fair treatment throughout the recruitment and selection process.

Recruitment and selection is a key public relations exercise and should enhance the reputation of the Collegiate. Candidates will be treated equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive irrespective of the outcome.

The Collegiate will promote best practice in Recruitment & Selection.

The Collegiate will ensure that its recruitment and selection process is cost effective.

All recruitment and selection activity will be undertaken in accordance with the procedures relating to this policy. Everyone involved in the recruitment and selection process will receive appropriate training in order to carry out this essential role.

The monitoring of this policy will be the responsibility of the Director of Human Resources.