



Penryn College

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Recruitment Policy

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July 2027

Person responsible:

Headteacher

Published:

Staff Intranet, Staff Handbook, School Website



Recruitment Policy

The safe recruitment of employees within Penryn College is the first step to safeguarding and promoting the welfare of children within our educational setting. All recruitment activities will follow the Safer Recruitment protocols.

Penryn College is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

As an employer, Penryn College expects all employees and volunteers to fully adhere and share this commitment

In carrying out our recruitment process we:

- Are committed to the creation of a safe environment for students in line with statutory guidance
- Will comply with Data Protection Legislation (GDPR including the Data Protection Act 2018)
- Will comply with the Equality Act (2010)

All recruitment and selection will be conducted on the basis of merit, against objective criteria that avoid discrimination.

Purpose

The purpose of this policy is to set out processes for recruiting, selecting and appointing any employee to work within Penryn College.

Recruitment of high-quality staff to Penryn College is essential for the continued success in providing the highest standards of education for our students. It is a key strategy within our development planning.

Roles and Responsibilities

Trustees will:

- Ensure effective policies are in place for safe and effective recruitment of staff and volunteers in accordance with statutory guidance and legal requirements
- Monitor compliance of policies and procedures
- Elect members to sit on selection panels for Senior Leadership positions
- Approve the appointment of the Headteacher

The Headteacher will:

- Approve all appointments outside of the Headteacher role
- Apply robust and effective recruitment and selection processes

The HR Team will:

- Ensure safer recruitment practices and fair processes are in operation
- Ensure all appropriate checks are carried out on staff, volunteers and third-party workers
- Ensure suitable Job Descriptions and Person Specifications are prepared and filed
- Ensure post offers are communicated and contracts are shared



Safer Recruitment

All recruitment must be in line with this policy to ensure that we identify, deter and prevent people who pose a risk of harm from working with our students. The consistency of our recruitment processes is vital. The recruitment of all applicants and volunteers to Penryn College must, without exception, follow the safer recruitment processes, any person who becomes aware that this policy is not being adhered to during recruitment must immediately notify the Designated Safeguarding Lead (DSL) or the Headteacher. All offers of employment will be subject to Penryn College being satisfied that they are suitable to work with children and young people.

Any person involved in recruitment, must have read and be familiar with 'Keeping Children Safe in Education' (2026) guidance and any updated statutory guidance produced by the DfE.

Recruitment Procedure

1. Identification of a vacancy

Careful consideration will be given to a post; the tasks to be undertaken, the skills, experience and behaviours required to do the job. This will be determined by the Headteacher, who will liaise with the CFO and relevant leader, and in cases of a re-structure, will notify the Board of Trustees.

2. Job Descriptions and Personal Specifications

A job description is required for all posts and will describe the duties and responsibilities of the post. It must include a person specification outlining the necessary skills, abilities, experience, qualifications and knowledge required for the post.

3. Advertising

Vacant positions will be advertised to attract the highest calibre applicants. Adverts will be posted on the school website, social media and other platforms such as Local Authority Website and where necessary, recruitment platforms. In some cases, posts will be advertised internally where there are clear career development and progression paths identified, sufficient applicants available internally and/or a financial reason.

All job advertisements will relate directly to the skills and experience needed to do the job and must avoid stereotyping or using wording that may discourage particular groups from applying. They should include a short policy statement on equal opportunities. Adverts will have an appropriate statement regarding safeguarding children and young people and the requirement to have a DBS check. Applications for successful applicants will be kept in personnel files, and unsuccessful applicants will be kept on file for 6 months.

Whilst advertising the post internally, active external recruitment can still take place, including interviewing, but offers cannot be made to any candidate prior to the closing date of the advert.

Timescales

The length of the recruitment process will depend on the vacancy, whether it is necessary to advertise internally or externally and the length of notice periods.

Recruitment Pack

All external posts recruitment packs will consist of:



- a) An application form
- b) Job description (including responsibilities, hours and salary)
- c) Person specification
- d) Statement (equalities act/ GDPR/ safeguarding)

Application Forms

All applicants are required to complete the Penryn College standard application form. Application forms will be designed to eliminate discrimination and promote equality of opportunity. An objective and meritocratic approach will be used in selecting for a position. Curriculum Vitae (CVs) will not be accepted.

All parts of the application form must be completed and signed by the candidate. Incomplete forms will not be accepted. Where an applicant is shortlisted, any discrepancies or gaps in employment will be discussed in interview.

Visits

Informal discussions and visits prior to application are welcomed by prior arrangement.

References

Offers of employment will be conditional until receipt of at least two satisfactory written references which will be requested at the point of interview invite, unless there is a clear reason not to. References will:

1. Be requested, with permission, for all shortlisted applicants
2. Include the applicants current or most recent employer or relevant senior person with authority
3. Ask the current employer for details of any capability history in the previous 2 years
4. Request information regarding the applicants' suitability to work with children and young people, where the applicant has worked with children
5. Be clarified with the referee where there is ambiguity
6. Be compared with the information set out on the application form

Online Searches

The purpose of such screening is to ascertain that the candidate demonstrates appropriate conduct, behaviour and suitability for employment in a school environment and will only take place after the shortlisting process by an HR advisor who is not involved in the interview process.

Shortlisting

The shortlisting panel will comprise of the Headteacher or Senior Deputy Headteacher, a member of the senior leadership team and the immediate line manager. Applicants will be shortlisted against the requirements of the job description and person specification. The short-listing panel will also conduct the interviews. The outcome of the short-listing process will be recorded and retained. The panel will scrutinise application forms to identify any gaps in employment or other areas that may affect applicants' suitability to work with children and young people. Applicants will be notified of the outcome of their application by the HR team.

The shortlisting panel will decide the structure of the interview day(s) to include relevant activities suitable to the post and linked to the Job Description and Person Specification. All candidates for teaching posts must be seen teaching by a member of the Senior Leadership Team, a Lead Practitioner and the Head of Department/Faculty.



Interviews

Candidates selected for interview will be notified as soon as possible in writing. An 'in-person' interview is required for all posts. (Online interviews will be accepted in exceptional circumstances). All candidates must report to reception and sign in as per Penryn College's visitor protocol, including supplying proof of identification. Staff involved in the interview process must have adequate training including safer recruitment training.

The purpose of the interview is to assess the merits of each candidate against the Job Description and Person Specification to establish their suitability to work with children and young people. Interview questions will be prepared in line with the role and will identify any areas for probing (if a criminal record has been declared which is not protected under the amendments of the Rehabilitation Act 1974 that may deem them unsuitable, gaps in employment etc). Areas that may be concerning and lead to further questioning include:

- Lack of understanding of the vulnerability of children
- Inappropriate idealisation of children
- Inadequate understanding of appropriate boundaries between adults and children
- Lack of safeguarding process knowledge as expected from KCSIE
- Indicators of negative safeguarding behaviours

Employment Offers

The choice of candidate will be determined by the Panel and the Headteacher and the successful candidate will be offered a conditional offer, subject to satisfactory pre-employment checks including references and an enhanced DBS. Unsuccessful candidates will be advised accordingly and feedback given by the panel.

Pre-employment Checks

Mandatory pre-employment checks will consist of the following:

- Receipt of two satisfactory written references
- Verification of candidate's identity (current photographic ID and proof of address)
- Verification of qualifications (where relevant)
- Verification of professional status where applicable
- Satisfactory online searches
- A clear children's barred list check
- Verification of Right to Work in the UK

Teaching Regulation Agency (TRA) Checks

Penryn College will undertake appropriate checks through the Teaching Regulation Agency (TRA) Employer Access Service where required. TRA checks will be completed for all teaching appointments and, where appropriate, for individuals engaged in teaching work, to verify:

- Prohibition from teaching orders
- Interim prohibition orders
- Sanctions or restrictions imposed by the Teaching Regulation Agency
- Any other information relevant to an individual's suitability to undertake teaching work



Checks will be completed before employment commences wherever possible and recorded on the Single Central Record (SCR). Where a candidate is prohibited from teaching, or subject to a relevant restriction, employment will not proceed unless the school is satisfied that the individual is legally permitted to undertake the duties of the role.

Disclosure and Barring Service (DBS) Checks

Penryn College is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to satisfactory safeguarding checks. The level of DBS check required will be determined by the nature of the role and the degree of contact with children. Where appropriate, pre-employment checks will include:

- Enhanced DBS certificate
- Children's Barred List check
- Prohibition from teaching check (where applicable)
- Overseas criminal records check where required
- Verification of identity
- Verification of right to work in the UK
- Verification of qualifications and professional status

Employment will not commence until all required safeguarding checks have been satisfactorily completed or suitable risk-assessed arrangements have been agreed by the Headteacher. Penryn College reserves the right to withdraw any offer of employment if safeguarding checks reveal information that makes the individual unsuitable to work with children. All DBS information will be handled in accordance with data protection legislation and DBS Code of Practice requirements.

Induction

All newly appointed employees will participate in an induction programme designed to support them in understanding their role and responsibilities and to ensure they are familiar with the school's values, expectations and safeguarding procedures. The induction programme will normally include:

- Introduction to Penryn College's values and improvement plan
- Safeguarding and child protection training
- Staff Code of Conduct
- Behaviour, attendance and safeguarding procedures
- Health and Safety requirements
- Data protection and GDPR responsibilities
- Prevent Duty awareness
- Role-specific training and support
- Introduction to key colleagues and line management arrangements



All new staff will receive the following documents or have access to them as part of their induction:

- Keeping Children Safe in Education (Part One or Annex A as appropriate)
- Staff Code of Conduct
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Whistleblowing Policy
- Relevant Trust policies and procedures

The line manager will be responsible for overseeing the induction process and ensuring that appropriate support, supervision and training are provided during the employee's initial period of employment.

Probation

All new support staff employees, except where alternative contractual arrangements apply, will be subject to a probationary period. The purpose of probation is to:

- Assess suitability for the role.
- Confirm expected standards of conduct and performance.
- Provide support, training and guidance.
- Identify any development needs at an early stage.

The standard probationary period will normally be six months unless otherwise stated within the contract of employment. During the probation period:

- Performance and conduct will be monitored regularly.
- Appropriate support and feedback will be provided.
- Review meetings will take place at regular intervals.

At the end of the probationary period, the school may:

- Confirm the appointment.
- Extend the probationary period where further assessment is required.
- Terminate employment where required standards have not been achieved.

Any concerns regarding performance, conduct or suitability during probation will be discussed with the employee at the earliest opportunity.

Volunteers

Penryn College recognises the valuable contribution made by volunteers and is committed to ensuring that all volunteers are recruited and managed in a manner that safeguards children and young people. All volunteers will be assessed according to the nature of their role and level of contact with pupils. Prior to commencing voluntary work, the College will undertake appropriate checks, which may include:



- Identity verification
- References
- Enhanced DBS checks
- Children's Barred List checks where legally permitted and appropriate
- Risk assessments

Volunteers will:

- Receive safeguarding information and guidance
- Follow the Staff Code of Conduct and relevant school policies
- Be supervised appropriately by a member of staff
- Report any safeguarding concerns in accordance with the school's safeguarding procedures

Volunteers will not be left unsupervised with pupils unless all necessary safeguarding checks have been completed and the school is satisfied that appropriate arrangements are in place. Penryn College reserves the right to discontinue a volunteering arrangement at any time where concerns arise regarding safeguarding, conduct or suitability.