



Staff Recruitment and Interview Policy

**Last approved: July 2025
Approved by: Quality Committee
Next review due: July 206**

Policy Statement

This policy has been developed to ensure that recruitment processes follow fair, robust and consistent standards that are legally compliant. This policy applies to the recruitment of all employed positions, including fixed term contracts and temporary appointments. It does not apply to the appointment of agency staff, however the principles of good practice outlined should be given due consideration in any recruitment situation. This policy does not apply to self employed contractors, for which the [Freelancer Policy](#) applies. Every effort will be made to ensure each policy is reviewed and reissued in response to future changes in the law. In the event that legal requirements supersede the content of this policy, legal requirements will be followed. This policy does not form part of the contract of employment and may be deviated from, amended or replaced in future from time to time at the Company's discretion.

Contents

- 1. Safer Recruitment**
- 2. Equality of Opportunity**
- 3. Preparing to Recruit**
- 4. Advertising**
- 5. Applications and Shortlisting**
- 6. Interviews and Selection**
- 7. Appointment and Onboarding**
- 8. Records and Correspondence**

1.Safer Recruitment

1.1 BN1 Arts is committed to safeguarding the welfare of its students. This policy reflects safer recruitment practices as detailed in the statutory guidance documents 'Keeping Children Safe in Education (2021)' and 'Working Together to Safeguard Children (2018)'. In applying safer recruitment practices, BN1 Arts seeks to deter, reject, or identify candidates who are unsuitable to work with young people.

1.2 The safer recruitment practices are detailed within relevant policy sections.

1.3 All hiring managers must have completed Safer Recruitment training.

2. Equality of Opportunity

2.1 The underlying objective of recruitment is to appoint the most suitable candidate for a post based on merit and fair competition. In pursuing this objective, BN1 Arts' recruitment practices are conducted in an objective manner which actively seeks to overcome barriers to equality of opportunity.

2.3 BN1 Arts recognises the inherent value of a diverse workforce and takes positive action to increase the diversity of our staff. All job advertisements contain a statement expressing our commitment to equality of opportunity. Where appropriate, we may encourage applications from under-represented groups.

2.4 It is unlawful to, directly or indirectly, discriminate because of a Protected Characteristic. In line with the Equality Act 2010, this includes Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation. BN1 Arts' commitment to anti-discriminatory practices is not limited to these protected characteristics.

2.5 BN1 Arts seeks to ensure that recruitment process and material are inclusive and do not deter particular groups from applying.

2.6 Job descriptions, person specifications and selection criteria will be limited to those requirements which are necessary for the effective performance of the role.

2.7 Shortlisting and selection, including Interviews, will be conducted on an objective basis and focused on the requirements of the role. We will not ask candidates questions which might suggest an intention to discriminate.

2.8 It is also our policy not to ask job applicants questions about their health or disability before making a job offer, except in limited circumstances allowed by law (e.g. to see if any adjustments are needed at interview because of a disability).

3. Preparing to Recruit

3.1 Recruitment may only proceed when appropriate approval has been given.

3.2 When approval has been given, the College Principal will contact the hiring manager to request information for advertising purposes, including a current job description.

3.3 The Job Description will need to be created / updated using the standard BN1 Arts template. This must be a true representation of the vacant post. Additionally, and in line with safer recruitment practices, all job descriptions must reference individual responsibilities relating to safeguarding.

3.4 Within the job description there will be a section dedicated to the Person specification, which outlines the essential and desirable criteria (including qualifications, experience, knowledge, skills and expertise required to complete the job). The detail set out in the person specification will provide the criteria against which a candidate can be assessed throughout the recruitment process.

4. Advertising

4.1 Advertisements must contain the following information:

- job title
- outline of the position
- skills required for the role
- type and duration of contract
- closing date for applications
- equality statement
- safeguarding statement

4.2 The Senior Leadership Team will administer the placement of the advertisement. BN1 Arts uses a number of options to generate interest to candidates from outside the organisation, including placing adverts on job boards and social media.

5. Applications and Shortlisting

5.1 Applications are normally submitted through BN1 Arts' website. The Senior Leadership Team will monitor applications and liaise with the hiring manager throughout the recruitment process.

5.2 Shortlisting results will be recorded.

5.3 The organisation is committed to promoting equality of opportunity during the recruitment process. The shortlisting process will be based on an objective assessment of the candidates suitability against the job description and person specification.

5.4 All disabled applicants who meet the essential criteria of the person specification will be automatically shortlisted. BN1 Arts will seek to make reasonable adjustments throughout the recruitment process.

5.5 All internal candidates who meet the essential criteria of the person specification will normally be automatically shortlisted. BN1 Arts may apply exceptions where there are known concerns, e.g. if the individual is subject to a performance improvement plan.

5.6 If a recruitment consultant has been engaged to recruit for a position, they will be instructed to pass all suitable resumes back to the Senior Leadership Team who will liaise with the hiring manager.

6. Interviews and Selection

6.1 Once a candidate has been identified as having the relevant skills for a role, they will be invited to the next stage of the selection process, normally in the form of an interview. This will be coordinated by the Senior Leadership Team who will ask candidates:

- If they require reasonable adjustments to take part in the interview or assessment
- If they have any unspent convictions or non-filtered cautions or convictions

6.2 All interview panels will consist of at least two people. This will normally include the hiring manager and a member of the Senior Leadership Team, and every effort will be sought to ensure there is a gender balanced panel.

6.3 Candidates are normally required to complete assessments as part of the interview process, including presentations or job-related exercises. There may also be a requirement for candidates to attend a second interview.

6.4 Hiring managers conducting interviews will ensure that the questions that they ask job applicants are not in any way discriminatory or unnecessarily intrusive. The interview will focus on the needs of the job and skills needed to perform it effectively.

6.5 As an integral requirement of roles within BN1 Arts, interview questions will include an assessment of an individual's alignment with the company values, as well as their understanding of and/or attitude towards safeguarding.

6.6 All questions and assessment methods will be predetermined and consistently applied to all candidates.

6.7 If there are anomalies or discrepancies in the application, or gaps in service, these must be discussed at interview. Any information disclosed regarding cautions and convictions must also be explored and recorded.

6.8 If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (e.g. where the applicant is a family member, friend or past colleague) they shall source a suitable alternative to conduct the interview.

6.9 On no account should any job offer be made during or at the end of an interview.

6.10 The Panel should keep records of all interviews for 6 months after the interview, at which point they should be destroyed.

7. Appointment and Onboarding

7.1 When a candidate is selected, the Hiring Manager will make a verbal offer to the candidate, in the first instance.

7.2 Following the verbal offer, the Senior Leadership Team will prepare a written conditional offer letter to the successful candidate. The offer letter will confirm the position, salary and key terms and conditions of employment pertaining to the employee; and also the required conditions of appointment including pre-employment checks and successful completion of a probation period.

7.3 Upon acceptance of the job offer, the Senior Leadership Team will notify all unsuccessful candidates of the outcome. Where requested, hiring managers will be required to provide feedback to unsuccessful candidates.

7.4 The Senior Leadership Team will commence pre-employment processes. These are:

- Create an college MIS profile and college email account
- Obtain two references, one of which must be from the current or most recent employer, where applicable.
- Verify their ID.
- Obtain and verify confirmation of Right to Work in the UK.
- Conduct an enhanced DBS and Child Barred List check.
- Verification of Professional Qualifications, where appropriate.
- Receipt of a HMRC New Starter Form and P45, if applicable.
- Issue and request confirmation that they have read the code of conduct, KCSIE Part One and KCSIE Annex A and completed mandatory training.

7.5 The Senior Leadership team may conduct a social media search of the candidate to identify any incidents or issues that have happened, and are publicly available online. This will apply to specific roles.

7.6 Any candidate who has lived or been overseas for 6 months or more in the last 5 years will require an overseas police check.

7.7 When all pre-appointment checks are complete, a start date can be agreed with the new employee and their line manager.

7.8 If an offer is made to an ex-employee within 3 months of them leaving, their previous checks will transfer. A break in service of more than 3 months will require new pre employment checks to be conducted.

7.9 When engaging agency staff, the agency must confirm that relevant pre-employment checks have been conducted.

8. Records and Correspondence

8.1 All contact regarding the position is to be directed through the College Principal.

8.2 Applicants who do not meet the key selection criteria and are not suitable to be shortlisted for an interview should be sent an email advising them that their application has been unsuccessful.

8.3 BN1 Arts will collect, process and secure all personal data in line with the Data Protection Policy. Unless requested otherwise, we will normally retain resumes for a period of six months following recruitment.