



**Fettes College**

**Recruitment Policy**

FETTES COLLEGE  
RECRUITMENT POLICY

### Recruitment and Selection

The purpose of this policy is to set out the requirements of the recruitment process and applies to all roles.

Where possible, promotion will come from within the School and existing employees with suitable experience, qualifications and attitude to work will always be given consideration.

Vacancies for teaching staff are approved by the Headmaster and vacancies for non-teaching staff are approved by the Bursar. All vacancies are normally posted internally and externally.

Adverts and job descriptions for teaching staff are approved by the Director of Studies and Human Resources Manager and by the Head of Department and Human Resources Manager for non-teaching staff.

All new candidates applying for a vacancy at Fettes must complete a Fettes College Application Form or submit a Curriculum Vitae and accompanying letter. Candidates attending for interview will be interviewed by a minimum of two staff members, one of whom will be a Senior Manager or Department Manager.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. With the candidate's permission, we may request to take up references before the selection stage and all references will be sought directly from the referee.

Interviews will always be face-to-face or using Skype/Zoom where this is more appropriate for candidates e.g. those living abroad. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face/Skype/Zoom interview.

For all successful candidates we will obtain two satisfactory written references which will be held in their personnel folder. Qualifications and training records will be verified and copies retained in their personnel folder. All recruiting managers are required to complete a new starter form with the new employee and forward to the relevant PA. All personnel information will be uploaded to the PASS database by the PA to the Headmaster for all Teaching Staff and Teaching Support Staff and by the PA to the Bursar for all Non-teaching and Prep School Staff. All recruiting managers are to issue new Teaching Staff with a copy of the Vademecum and Non-teaching Staff with a copy of the Enchiridion.

### Protecting Vulnerable Groups Scheme (PVG)

All employees are required to complete a PVG Scheme application or PVG Scheme update (whichever is relevant) from Disclosure Scotland. Although no records are held on site (see Disclosure Scotland policy), the Scheme is 'live' and the School is alerted to any changes or notifiable events. Employment is subject to a clean report being obtained and maintained from Disclosure Scotland in view of the contact staff will have with children during normal duties. New PVG applications or PVG scheme updates are administered by the PA to the Bursar for all

non-teaching and prep school staff, and by the PA to the Head for all teaching staff and teaching support staff.

#### General Teaching Council for Scotland (GTCS)

GTCS registration certificates for all teaching staff will be validated and records will be updated for all new and existing employees by the PA to the Headmaster.

#### Scottish Social Services Council (SSSC)

SSSC registration certificates will be verified and a copy retained for filing by the PA to the Bursar. Certificates of qualifications relating to SSSC registration will be copied and placed in the employee's personnel folder. Registration conditions will be supported and monitored by the College to include training and mentoring.

#### Induction

All new employees will receive induction training suitable for their role from Senior Managers and allocated colleagues. All residential staff will be required to attend Fire training and all staff will receive Child Protection training.

#### Internal Recruitment

Fettes College aims to maintain a competent, flexible and quality-conscious workforce, teaching and support. To this end, the Company intends to select the best available person for every vacancy, regardless of sex, race, colour, religion, marital status, ethnic origin, age, disability or sexual orientation. At the same time, the School aims to provide all employees with the opportunity to develop long-term careers appropriate to their abilities and ambitions.

#### Policy Statement

Fettes College recruitment and selection procedure will provide a fair, systematic and reliable basis for selecting the most suitable candidate for any given vacancy. The College wishes to give all its employees the maximum opportunity to develop their careers and achieve their work potential.

In filling any vacancy, the Company will encourage applications from suitably qualified internal candidates wherever possible. These will be posted on our website and communicated direct to all employees via email and Firefly.

On occasions, such as during periods of reorganisation or restructuring, it may not always be possible to advertise every position internally. There will also be instances when vacancies are not advertised because a suitable candidate has been identified.

Often, vacancies will be simultaneously advertised externally if it is perceived that there may not be sufficient internal expertise available.

All candidates will be required to complete a selection procedure, which will assess you against a range of specified criteria. The selection process is based primarily on several carefully considered factors such as your individual job performance, your appraisal and/or manager's evaluation of your capability to assume more responsibility, your experience, knowledge, skills and related qualifications, and your career interests. These factors will be considered against the availability of openings and the relative qualifications of other candidates.

## Review of the Policy

This policy will be reviewed annually and amended in line with changes to statutory entitlements as part of the programme of policy and guidance review.

W Davidson

September 2019

Review September 2020