

COBIS Recruitment Statement

Introduction

1. The Council of British International Schools (COBIS) is an equal opportunities employer, and is committed to the principle that recruitment should be solely on the basis of merit.
2. We welcome applications from all eligible applicants, irrespective of religious belief, political opinion, race, age, gender, disability, marital status, sexual orientation or people with dependants or without.
3. The appointment process will be fair and applied consistently to ensure equality of opportunity.
4. Recruiting the right individuals is crucial to organisational performance. Good recruitment helps us to recruit the right people, for the right roles, at the right time. It ensures that we have the relevant skills and abilities to meet our current and future needs.
5. COBIS is committed to being accountable for the consistent application of safer recruitment procedures.
6. This applies to all applicants for external and internal recruitment.

Key principles

We will:

- Appoint on merit on the basis of fair and open competition.
- Treat all applicants fairly, equally and with respect.
- Recruit and select staff in a professional, timely and responsive manner.
- Apply consistent safer recruitment procedures and checks.
- Seek to encourage applicants from under-represented groups.
- Comply with employment legislation and use methods that identify the best person for the role.
- Seek to ensure that the applicant experience is positive, irrespective of the outcome.
- Advertise roles through a range of media and channels.
- Treat all documentation relating to applicants in accordance with data protection legislation.

Further information regarding COBIS' Recruitment procedures and data processing is outlined in the Recruitment Privacy Notice for job applicants, available on request.

Reviewed June 2025