

Recruitment, Selection, & Retention

Vacant positions will be advertised on the school website, on Universal Jobmatch, and on Montessori websites and publications. Applicants will be requested to submit a full CV, application form, covering letter and names of three referees. EMAS will have the power to copy and validate all copies of original identification documents of prospective staff. Validation takes the form of a signature and the date that originals were viewed. Signed copies of all documents are kept in staff members' personnel files.

The Principal will invite those applicants whose qualifications and experience are appropriate to the position advertised to attend a formal interview. A letter of introduction about the school, full job description for the vacant position and a summary of what is to be discussed in the interview will be sent to candidates. The Principal will conduct interviews at a mutually suitable time; where possible a teacher from the relevant classroom will attend the interview. Interviews may take place virtually where this is appropriate. Candidates shall be notified by post or e-mail as to the success of their application.

The candidate selected for the position shall receive a conditional offer of employment, pending the receipt of satisfactory references and the results of qualification and police checks. Staff are required to join the PVG (Protection of Vulnerable Groups) scheme and undergo an enhanced disclosure check prior to starting work. On completion of all checks, the candidate shall receive a written offer of employment and be invited to sign a written statement of employment. Should Disclosure checks return an unsatisfactory result and the applicant have a prior conviction, a meeting between the applicant and the Principal will be held to discuss the implications of the conviction. Cases of applicants with prior criminal convictions will be considered individually. Formal offers of employment will depend upon the nature of the conviction and duration of time passed since the conviction came to pass. Any person whose name appears on the sex offenders register or who is otherwise barred from working with children is **not** eligible to apply for a position in the school.

Contracts shall be considered to be permanent and open-ended unless otherwise indicated. Notice periods are outlined in the employee's contract. Changes to staff's pay-scale and position within the school will be discussed at annual appraisals. Please note that changes to salary are not automatic and are at the discretion of the Principal.