Recruitment, Selection and Retention Policy

1. Purpose and Principles

EMAS is committed to a fair, transparent, and inclusive recruitment process. This policy ensures we select and retain staff who align with our school values and meet the highest standards of safeguarding, equality, and professionalism.

Recruitment is carried out in accordance with:

- Scottish Employment Law
- Equality Act 2010
- General Data Protection Regulation (GDPR)
- Safer Recruitment Through Better Recruitment (Scottish Government)
- Disclosure Scotland and PVG Scheme requirements

2. Advertising Vacant Positions

- All positions are **publicly advertised** for a minimum of **two working weeks (10 business days)** unless internal promotion or redeployment is appropriate.
- Posts will be advertised via:
    - EMAS website
    - Indeed and other platforms
    - Montessori-specific platforms and professional networks
- Advertisements will include: job title, hours, salary scale, key duties, safeguarding statement, and closing date.

3. Application Process

Applicants will be asked to submit:

- A completed application form
- Full CV
- Covering letter

Applications will be stored securely and reviewed only by designated recruitment staff.

4. Shortlisting and Interviews

- Shortlisting will be based on qualifications, experience, and suitability for the role in line with the job description.
- All shortlisted applicants will receive:
    - A letter of introduction about EMAS
    - Full job description
    - Outline of the interview structure
- Interviews will be arranged at a mutually convenient time and may be in person or online.

- Where possible, a teacher or relevant team member will participate in the interview panel.

5. Safer Recruitment and Pre-Employment Checks
The selected candidate will receive a **conditional offer of employment**, subject to the following:

- **Three satisfactory references** (one from the most recent employer)
- **Right to work in the UK verification**
- **Original qualification certificates**
- **PVG scheme membership**
- **ID validation** (copies retained, signed and dated by the verifier)

All pre-employment checks must be completed **before the candidate starts work**.
Any individual barred from working with children or listed on the Sex Offenders Register will not be eligible for employment at EMAS.

6. Handling Prior Convictions
If a PVG check reveals previous convictions:

- A meeting with the Principal will be arranged to discuss the relevance and risk.
- Decisions will consider the **nature of the offence**, **time elapsed**, and **role applied for**.
- EMAS follows the Scottish Government's guidance on the **fair treatment of applicants with convictions**.

7. Employment Offer and Onboarding

- Once checks are satisfactorily completed, a formal **written offer** and **contract of employment** will be issued.
- Staff will complete an induction process, including safeguarding training and policy orientation.
- Contracts are permanent and open-ended unless otherwise stated.

8. Retention and Development

- Staff development is supported through:
    - Annual professional reviews and appraisals
    - Ongoing training and CPD
    - Opportunities for internal progression

- Changes to pay or role are at the discretion of the Principal and based on school needs and staff contribution.

9. Data Protection and Record Keeping (GDPR)

- All recruitment records are stored securely and confidentially.
- **Unsuccessful applications** will be kept for a maximum of **6 months** from the date of appointment and then securely deleted or destroyed.
- **Personnel files of employed staff** are retained securely throughout employment and for **7 years** after the staff member has left the school, in line with legal and regulatory guidance.

10. Monitoring and Review

- Recruitment processes are monitored by the Principal for fairness, compliance, and effectiveness.
- This policy is reviewed **annually** or in line with changes to legislation.