

RECRUITMENT

We believe that educators are the most valuable asset to the quality of the service and that high quality educators are imperative to the smooth running of the service. We aim to employ the best possible person for the position through fair advertising and selection processes.

Procedure:

- The minimum requirement for a selection panel to fill a vacancy for CSE 1.1 position would be the Director – the chairperson for this panel will be the Director or nominee.
- The minimum requirement for a selection panel to fill a vacancy for CSE 4.1 position would be the Director and a educator’s representative – the chairperson for this panel will be the Director or nominee.
- The minimum requirement for a selection panel to fill a vacancy for Assistant Director would be the Director and an operator representative/nominee – the chairperson for this panel will be the Director or nominee.
- The minimum requirement for a selection panel to fill a vacancy for Director would be the Principal or nominee, a educators representative, and a Governing Council representative or nominee – the chairperson for this panel will be the Principal or nominee.
- Consideration by the appropriate panel as stated above will be given to determine the best method of advertisement of the position. Consideration will be given to recruiting internally where our current team of educators possesses the necessary skills to fill such a position with the view of attracting the best possible applicant to the service.
- The same rights and privileges will be given to all applicants as we will follow the Equal Employment Opportunity guidelines. (*see appendix 25*)
- The selection panel will determine the selection process and criteria. It is recommended that for a qualified positions a response to a Job and Persons is completed. It is mandatory for all positions that an interview and referee check is conducted.
- The selection panel will determine the type of employment be it on a full-time, part-time or casual basis.
- Successful applicants will be selected in line with the HR 29 DfE Merit Selection Policy 2010 and HR 29-A DfE Merit Selection Procedures 2010 (*see appendix 31*)
- Should the committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions?
- The panel will keep a written record of its process and decision.
- Where the decision of the panel is unanimous, the panel has the power to make the appointment.
- Where all the panel members do not agree on the best applicant, the panel will refer the decision back to the operator. The operator will then determine a course of action appropriate to the circumstances (e.g it may support the majority opinion of the panel, decide to reinterview with a different panel, readvertise the position, or other options).
- The successful applicant must present original copies of any prerequisite qualifications to the chairperson of the selection panel prior to appointment. The service will keep a photocopy of the documents on the educator's personal file.
- The service will make a formal written offer of employment to the successful applicant, outlining the terms and conditions of the employment being offered. This should be signed by the chairperson of selection panel. The offer will include an acceptance of employment to be signed by the employee, with a copy kept by the service and by the employee.



Policy reviewed	Previous modifications	Next review date
March 2021	No changes	2022