



برایت رایدرز سکول
BRIGHT RIDERS
SCHOOL

STAFF RECRUITMENT POLICY

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Authorized Signatories:

BRS Ventures Education Head:
Signature:

Principal:
Signature:

Vice Principal:
Signature:

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INTRODUCTION

The success of Bright Riders School relies on its ability to attract the best staff and volunteers available. Recruitment methods must be fair, efficient, and effective.

PURPOSE

The Staff Recruitment Policy has been established to ensure Bright Riders School has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff members other than the SLT

POLICY

Bright Riders School is committed to providing high quality programs and services to our community. To support the achievement of this objective we recognize the importance of employing the most suitable applicant for all vacant positions.

Bright Riders School will ensure it has the best opportunity to attract the best available staff by broadly advertising (internally and externally as deemed appropriate) all vacant remunerated positions and volunteer vacancies.

Bright Riders School will take all reasonable steps to ensure that applicants may be safely entrusted with the duties of their position.

Bright Riders School will internally advertise all vacant positions to current staff and volunteers to encourage career advancement and increase participation.

Bright Riders School to ensure compliance with all relevant legislation, recommendations and guidance, to ensure that the School meets its commitment to safeguarding and promoting the welfare of young people by carrying out all necessary pre-employment checks.

The school's policy for the screening of new employees and volunteers complies with the following pieces of legislation and guidelines:

- Keeping Children Safe in Education
- Child Protection Law
- Child Protection and Safeguarding policy

UAE education authorities' guidelines on discipline

STAFF RECRUITMENT PROCEDURES

RESPONSIBILITIES

It shall be the responsibility of the **Principal** (or a delegated authority) to implement this policy and to monitor its performance.

It is the responsibility of **HR and Department Heads** to ensure that:

- They are familiar with the recruitment policies and procedures, and that they follow them accordingly;
- Staffing levels for each department are determined and authorized;
- All roles have current position descriptions that specify role requirements and selection criteria.

PROCEDURES

Pre-Recruitment Activities

When it becomes necessary to recruit for a position, HR should carefully consider the requirements for the position, and the key selection criteria including skills, experience and qualifications.

If no position description exists for the available position, or if it requires revising, this is the responsibility of the appropriate Department head in coordination with HR Department. Once the new position description or amendments have been drafted, it should be forwarded on to Human Resources and, if appropriate, approved by the Principal and/or Board. Selection criteria will be drawn up based on the basis of a position statement.

Prior to commencing the recruitment process, the HR department is required to gain approval from the Principal / Board or delegated authority

Direct Internal Appointments/Promotions

In situations where a Department head wishes to promote an employee who meets the specific selection criteria for the vacant position into the internal vacancy, the same shall be communicated to HR Department .HR should seek approval from Principal// Board or delegated authority before initiating the appointments. Proper documentation of the same to be maintained.

Internal Advertising

Where appropriate, Bright Riders School will advertise all vacancies internally.

Exceptions to this rule may occur when:

- The position is of such a specialised nature, and / or appropriate skills are not available within the organisation; or
- There is a need to make a direct appointment or promotion into the vacant position.

Upon receiving approval for the vacant position, Human Resources will advertise the available position internally. Internal advertisements should include the following:

- Position title;
- Outline of the position;

- Skills required for the role;
- Closing date for applications.

All internal applicants should forward a current copy of their resume, together with covering letter, to HR Department for acknowledgement, consideration and processing.

Internal applicants who possess the required skills, qualifications and work-related experience, as specified in the internal advertisement, will be interviewed for the position by the Department Head/ Principal.

External Advertising

Where a position cannot be filled internally or where it is appropriate to conduct an external recruitment campaign, the available position should be advertised through relevant networks, on relevant websites, and through local employment services. The advertisement shall be communicated to all the staff members for any references.

The network for advertising shall be chosen based on the Recruitment budget approved by the Finance Department

Volunteer positions will be advertised as widely as deemed reasonable.

All advertisements must be approved by Principal.

The Human Resources Department will administer the placement of the advertisement and monitor applications received.

Use of Recruitment Consultants

Where deemed appropriate, external recruitment consultants may be used for recruitment purposes., After proper negotiation with external consultants, HR shall submit the budget and get approval from Principal, before engaging the services of recruitment consultant.

It remains the HR responsibility to ensure that the recruitment consultant adheres to school's recruitment and selection policies.

The required skills, qualifications and work-related experience must be properly documented and communicated to the external consultants

Screening Applicants

If a recruitment consultant has been engaged to recruit for a position, they will be responsible for screening the applicants.

Resumes must be screened against the position description so that assessments can be made of their suitability for the specific role. Applicants who are assessed as suitable will then be selected for interview.

Head of Department should consult with the Human Resources Department if they require any assistance with the selection process.

Where appropriate, but particularly in positions of financial responsibility or in dealing with vulnerable clients / children, police checks may be arranged. Police checks shall be arranged only with the consent of the applicant concerned; however, if consent is refused this shall be taken into consideration in the selection process.

References shall be sought, where appropriate. Employers and referees shall be contacted, and transcripts, qualifications, publications and other certification or documentation shall be validated.

Any checks which may form part of the selection process should be conducted prior to issuing an offer of employment.

Conducting Interviews

The short-listing and interview process will be conducted by a selection panel which will be appointed by and will include the Principal or their nominee or the relevant Department head or supervisor for the position. For teaching staff, demo classes or other suitable checks also may be conducted.

If any member of staff finds that they are assessing any applicant where there is a perceived or actual conflict (e.g. Where the applicant is a family member, friend or past colleague) they shall declare the perceived or actual conflict to the panel.

Reference Checking

HR department are to ensure that, where possible, reference checks are conducted prior to an offer of employment being extended to a candidate.

Details of the reference checks should be attached to the candidate's application for future reference.

Among other things, referees will be asked specific questions about the following: (i) the candidate's suitability to work with children and young people; (ii) any substantiated allegations; (iii) any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people; (iv) the candidate's suitability for the post.

New Starter Paperwork

If an internal candidate is selected, the HR is required to notify the successful candidate and their Head of Department. To authorise the commencement or transfer of an internal employee, HR should have confirmation of Principal approval. HR should ensure that all recruiting documents are completed and returned for filing.

The Human Resources Department will prepare a written letter of offer for the successful candidate. The letter of offer and or contract of employment will confirm the start date, salary, position and the terms and conditions of employment pertaining to the employee. The terms and conditions of employment shall include the clauses relating to meeting the legal formalities of employment in UAE with reference to UAE Labour law

Once the Human Resources Department has received the candidate's signed letter of offer, the Human Resources Department is to notify all unsuccessful candidates. If an external recruitment agency has been used, HR is to notify the agency, who will notify the unsuccessful candidates.

Human Resources Department should ensure that all the necessary documents are submitted. In coordination with PRO, HR should initiate all the necessary procedures for Labour Card Processing/ Visa Processing. HR to ensure all necessary requirements of MOHRE are met
All the legal formalities of employment in UAE are to be communicated to the new candidates

Records and Correspondence

Letters/emails of acknowledgment should be posted to all applicants prior to the short-listing of final suitable applicants. Short-listed but unsuccessful applicants should be advised that their CV will be retained by the Human Resources Department for future reference, unless the applicant advises otherwise.

AUTHORIZATION

[Signature of Principal]

[Ms. Deepa Shetty]

[Principal]

APPENDIX A

Interview Guidelines

The purpose of an interview is to provide and obtain information that will assist in making a decision about a candidate's suitability.

Whilst each interviewer will develop their own interviewing styles, there are a number of essential characteristics of an interview that must be present in all interviews.

Prior to Conducting the Interview

Review the candidate's resume before commencing the interview. This will help you feel more comfortable when the candidate arrives.

Review the similarities or differences in qualifications relating to the performance factors of the job, including:

- education or basic paper qualifications for the job;
- related work experience and areas of specialization;
- additional experience (such as special interests or volunteer activities) in which the candidate might have developed skills related to the position.

Conducting the Interview

Asking questions is an important part of the interviewer's role; it is not, however, their only responsibility. A good interviewer must also:

- reduce communication barriers;
- maintain control of the interview;
- ensure that the candidate reveals what the interviewer wants to know, not simply what the candidate wants to tell; and
- create a friendly, conversational atmosphere.

Having the candidate respond to questions and prompts will encourage them to do most of the talking while the interviewer ensures that all relevant topics are covered. The interviewer may be required to ask a question a second time by re-phrasing it or by returning to a particular topic at a later point in the interview.