



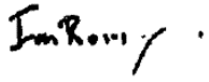
Staff Recruitment Policy

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Created: 24.05.2023	Review Date: 23.05.2024	
Owner: Quality and Compliance Manager	Location: Shared Drive: WREC Documents\Policies and Procedures 2023	

1. This document sets out the Whitehead-Ross Education and Consulting's (WREC's) policy and procedures to be followed where there is a need to recruit a new employee into the company. The information provided here serves as a guide only, and it is important that line managers keep the senior management of WREC up to date regarding future recruitment intentions. In all cases, the guidelines promulgated in the Equal Opportunities Policy are also to be followed.
2. The following procedure is to be carried out on every occasion where there is a need to recruit a new employee to WREC:
 - 2.1. Complete a Recruitment Authorisation Form, and ensure it is discussed with and signed off by a Director of the Company. This form requires a justification for the position as well as:
 - budgetary information/financial implications,
 - an up-to-date job description and person specification,
 - agreed advertisement wording and medium for publication, and
 - estimated cost of advertising the post.
 - 2.2. Where recruitment is planned to fill a vacancy created by a leaver (other than on redundancy or business re-organisation grounds), approval will normally be granted automatically. If the post is new or upgraded, the Managing Director will need to be satisfied that it can be justified.
 - 2.3. The form must be forwarded to Ian Ross. Any forms which are not fully or correctly completed will be returned.
 - 2.4. Your request will be considered by the senior management of the Company. The outcome will be notified to you in writing.
 - 2.5. Should your request be turned down, you may find the reasons why by speaking to Ian Ross.
 - 2.6. If your request has been agreed to, the relevant member of senior management will make contact with you and discuss the best way to fill your vacancy.
 - 2.7. All arrangements for interviews, letters, etc. will be the responsibility of Ian Ross, who will update you regularly on progress.
 - 2.8. All interviews must be conducted by at least two managers.
 - 2.9. All offers of employment, whether written or verbal, must have the prior approval of the Managing Director of WREC. On no account should a job offer be made during or at the end of an interview.
 - 2.10. It is the WREC's policy to seek at least two written references, one of which must be from a previous employer (or, if this is the prospective employee's first job, their schoolteacher or higher or further education lecturer) and to ask for documentary proof of eligibility to work in the UK. Any offer of employment must be conditional on this documentation being satisfactory to WREC. Before references are taken up, the prospective employee's consent should first be sought.
 - 2.11. All references will be followed up with a telephone call to confirm the reference.
 - 2.12. DBS enhanced disclosures will be required, in line with our DBS Policy.

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Signed:



Ian Ross
Managing Director

Date: 24th May 2023

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