

<b>HORRINGTON PRIMARY SCHOOL – RECRUITMENT &amp; PAYROLL PROCEDURES DOCUMENT</b>	<b>VERSION DATE 05/14</b>	<b>REVIEW DATE</b>
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**RECRUITMENT**

- Once a vacancy has been identified, it is advertised in the local press and/or on the Dillington website depending on what the post is.
- The vacancy is advertised for 2 weeks, with published closing date for applications, and when the interview date will be.
- Applicants are invited to have a look around the school and are sent application packs.
- The application pack includes a letter from the Head teacher, an application form, job specification, person specification and short form medical questionnaire.
- After the closing date, the applications are reviewed and applicants who are short listed are advised by letter and email.
- All applicants are required to bring in details for their DBS forms as a method of proving their identity.
- Referees are contacted by letter and email.
- Interviews are conducted by an appropriate panel with at least 1 staff member having done the Safer Recruitment training.
- All applicants are contacted, whether successful or not and given feedback where requested.

**PAYROLL ON APPOINTMENT OF NEW STAFF**

- The successful candidate’s application form is passed to the Business manager who creates a contract on SIMS .net.

Teachers

- The Governing Body/Academy Board, or the Headteacher if delegated authority to do so, will determine the pay range for a vacancy prior to advertising it. On appointment the starting salary to be offered to the successful candidate will be determined within that range.
- In making such determinations, the following range of factors may be considered, including:
  - the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider school/academy context.

(**Note:** these factors are not intended to be an exhaustive list and may not be equally relevant in relation to every appointment).

- The principle of pay portability will be applied in making pay determinations for all new appointees on the Teachers’ Main Pay Range only and will be considered on a case by case basis in relation to the Upper Pay Range, taking into account the factors set out above.

Support Staff

- The Governing Body have delegated the authority to determine the pay range for a vacancy prior to advertising it. This is done in conjunction with the job evaluations as set out by Somerset County Council.

**PAYROLL ON PROGRESSION OF STAFF**

- Staff members have their performance management as set out in the performance management policy.
- For teachers, pay progression is recommended by the Head teacher, ratified by the Governors Pay committee and the relevant document as set out in the pay policy is completed and given to the Business Manager to action.
- For support staff, their pay progression is in line with Somerset County Council payroll guidelines until they are at the top of their scale.