

Policy C36: Recruitment (Staff and Supply Staff)

Safer Recruitment and Right to Work checks during COVID-19 Pandemic

As outlined in our Recruitment policy which is available in this section of the website, in normal times applicants who are invited for interview are required to complete a Disclosure Form to enable the School to complete a check at the Disclosure and Barring Service (DBS) and to bring a hard copy of that form with them to interview. To evidence right to work in the UK and to enable the School to submit the DBS application in respect of the successful candidate, in normal circumstances the School requires candidates to bring the originals of the identification documents provided for in the Disclosure Form with them when attending interview. These are then copied and returned to candidates by School staff. Finally, all candidates invited to interview are required to bring documents evidencing any educational and professional qualifications that are necessary or relevant for the post as mentioned in their application form (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

As it is not possible to carry out the direct physical handover and examination of these documents in the current circumstances, we require shortlisted candidates to supply scanned copies of these documents along with a completed signed copy of the disclosure form to HR@queenmargarets.com in advance of the interview date. Candidates should supply a phone number on which they can be contacted. This should be done as soon as possible after candidates are informed that they have been shortlisted.

A member of School staff, most usually the Clerk, the HR Administrator or the Bursar will be in touch to arrange a video meeting to be held in advance of the interview. Candidates should have the originals of each of the documents mentioned above and be able to show them to the staff member over the video link.

The temporary relaxation of the right to work checks does require the School, within eight weeks of the ending of that relaxation, to carry out a physical check of the documents evidencing right to work such as a passport so candidates must keep the document safe so that when called upon to do so she/he can produce the original for examination.

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