

# **NEW INDIAN MODEL SCHOOL, AL AIN**

## **Recruitment and Appointment of Staff Policy 2023-24**

**Adopted: 2017**

**Reviewed: 2018,19&20, 21, 22, 23**

**Next Review: March, 2024**

This policy is designed for the safe appointment and recruitment of staff at the New Indian Model School. The school is concerned with the safety and wellbeing of children in our care.

The NIMS Group HR Division will advertise employment opportunities in appropriate publications and on [www.nimsuae.com](http://www.nimsuae.com) / [www.nimsalain.com](http://www.nimsalain.com). All applicants must complete the necessary application online and comply with school protocols. References will be required before an applicant is offered a position.

### **New Applicants**

All recruitment advertising will contain a safer recruitment statement. Applicants will be asked to supply a curriculum vita, details of names and any former names, address, details of qualifications relevant to the post and a request to attest that the candidate is medically fit for the post, agreement to an Enhanced Criminal Records check and in the case of a foreign national outside the U.A.E, confirmation of the right to work in this country. No employee may commence duties until all these checks have been duly made and entered on the school's single central record.

### **School Policy on the appointment of UAE Nationals**

***The school will give special privilege to UAE Nationals in the matter of staff appointment.***

***If there is a UAE National, with adequate qualifications among the candidates, he/she will be given preference in appointment.***

### **The Process**

- Recruitment advertising must contain a safer recruitment statement
- The job description must be clear

- References must be taken up before the work commences
- The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safer recruitment practices
- The appointment of a new Head Teacher will be conducted by a Governor and two senior members of staff
- The candidate's suitability to work with children is explored at interview
- Interviews and any tests like demo classes shall focus on abilities, qualifications, experience and merit and reviewed against the job description and person specification
- Applicants not shortlisted shall be advised accordingly
- Job offers shall not be made during or at the end of an interview
- Appointments will only be confirmed after all checks have been completed satisfactorily
- In case of internal recruitment, the employee shall be sent a letter confirming the variation to his or her terms and conditions.
- All appointments shall be made subject to a satisfactory probationary period. Specific details shall be provided in individual terms and conditions.
- All new staff will receive induction, training and a mentor
- Any discrepancies in the application will be followed up by telephoning the referees
- Providing false information will result in the application being rejected