



OXFORD COLLEGE

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STAFF RECRUITMENT AND SELECTION POLICY

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1. INTRODUCTION

Oxford College Ltd is committed to recruiting high-quality staff through fair, transparent, and inclusive practices. This policy ensures that recruitment processes comply with legislation, reflect the college's values, and attract individuals who can contribute positively to its educational mission.

2. PURPOSE

This policy aims to:

- Set clear guidelines for attracting, assessing, and appointing staff.
- Ensure fairness, consistency, and non-discrimination in recruitment.
- Promote equality and diversity in all employment practices.
- Align recruitment decisions with college goals and standards.

3. SCOPE

This policy applies to:

- All permanent, part-time, temporary, freelance, and voluntary staff.
- Internal promotions and external hiring for academic and administrative roles.

4. PRINCIPLES OF RECRUITMENT

The college follows these core principles:

- Merit-based: Selection is based on relevant qualifications, experience, and potential.
- Transparent: Criteria, procedures, and timelines are clearly communicated.
- Inclusive: Practices promote diversity and prevent bias or unfair treatment.
- Legally compliant: Aligned with the Equality Act 2010 and employment law.

5. AUTHORISATION

- Vacancies must be approved by the Principal or delegated manager.
- A Job Description and Person Specification are prepared before advertising.

6. ADVERTISING

- Positions are advertised internally and externally to encourage diverse applications.
- All adverts clearly outline duties, qualifications, application deadlines, and contact points.

- Opportunities are promoted through job boards, professional networks, and relevant community channels.

7. APPLICATION AND SHORTLISTING

- Applications must be submitted through approved platforms or email.
- Shortlisting is completed by a panel using the Person Specification.
- Criteria are applied consistently and documented to ensure objectivity.

8. INTERVIEWS AND ASSESSMENT

- Shortlisted candidates are invited for structured interviews.
- Interviews are conducted by trained panel members with clear scoring methods.
- Where relevant, candidates complete tasks such as lesson plans, writing exercises, or technical demonstrations.

9. PRE-EMPLOYMENT CHECKS

Offers are conditional upon:

- Proof of identity and right to work in the UK.
- Two satisfactory references.
- DBS checks (for roles involving regulated activity).
- Verification of qualifications, licences, or memberships.

10. APPOINTMENT AND ONBOARDING

- Successful candidates receive a formal offer, contract, and start date.
- Unsuccessful candidates are informed promptly and may receive feedback.
- New staff participate in a comprehensive induction programme.

11. EQUALITY AND SAFEGUARDING

- All recruitment activities are carried out in accordance with safeguarding principles.
- Monitoring data is collected to assess the diversity of applicants.
- Reasonable adjustments are made for candidates with disabilities.

12. RECORD KEEPING

- All recruitment documentation (applications, interview notes, scoring sheets) is retained securely for at least 12 months.
- Information is stored in accordance with the Data Protection Policy.

13. MONITORING AND REVIEW

- HR monitors recruitment metrics including time-to-hire, source effectiveness, and diversity outcomes.
- This policy is reviewed annually to ensure continued effectiveness and compliance.

Approved by:

Principal, Oxford College Ltd

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