



BROADWATER
CHURCH OF ENGLAND
PRIMARY SCHOOL

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Appointment Procedures 2021-2023

Turn your ear to wisdom and apply your heart to understanding (Proverbs 2:2)

Broadwater is a Christian School. We will enable children to become wise confident successful learners with the motivation, skills and responsibility to make a positive difference in God's world. Our vision is underpinned by the values we live by.

Our school values are underpinned by Galatians 5:22

"But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things!"

It is this fruit that, in partnership with parents, we will instil in the children of the school.

Appointment Procedures

1. Contractual Terms

All appointments must be confirmed in writing. It is a legal requirement that the employer provides an agreed contract of employment in writing setting out the terms of the employment to the employee.

However, it is important to note that a 'contract' is formed as soon as a job has been offered and accepted – orally or in writing. A contract can exist, therefore, whether or not there are written terms and conditions. Therefore, it is important not to make promises or commitments at any stage of the recruitment process (such as in the advert) that you cannot honour.

Once the terms and conditions of a contract of employment have been agreed, the employer cannot normally vary them unilaterally. Any change must have the employee's consent and be confirmed in writing within one month of being made; this should be done through HR Shared Services.

2. Administrative Procedures

- The following steps should be followed as soon as the appointment has been agreed:
- Arrange for the successful applicant to complete an online DBS application promptly, to secure clearance prior to the start date.
- The school should access the online occupational health tool and register the prospective employee for a pre-employment health check.
- The school should complete fully the New Starter Form WSCC Schools Staff and pass to HR Shared Services with relevant supporting documents.
- HR Shared Services will initiate the payment of salary and produce the appropriate contract of employment and send it to the Headteacher. The Headteacher should check the document for accuracy before signing the appointment letter and passing it to the employee. The employee should sign the contract and retain one copy; the second copy should be placed on the employee's file.
- The school should set up a file for the successful candidate to include the application form, the standard notification of appointment form, references and copies of all supporting documents.
- Ensure that all original documents required for payroll/pension purposes (i.e. Bank, P45/P46, NI Number etc.) are sent to HR Shared Services as soon as they are received.
- All full-time and part-time staff are normally paid by direct credit transfer to a bank or building society account.
- If the person does not turn up on the agreed start date and has not reported in, please telephone HR Shared Services immediately (so that payment is suspended).

3. Offer Letter

- The offer letter sent by the school should include the basic details of the job, plus any conditions that the candidate needs to satisfy before taking up the appointment. The letter needs to contain:
- the full job titles.
- job location.
- salary and any other benefits or allowances.
- hours of work.
- anticipated start date.
- any outstanding pre-conditions (e.g. medical clearance, Disclosure (DBS) check, confirmation of immigration status, acquiring relevant. qualifications, or in exceptional circumstances satisfactory references etc.)
- terms of probation (where relevant).
- action to be taken by the candidate (e.g. 'please sign, date and return one copy of this letter to indicate your acceptance of the terms outlined.'_
- any other issues/terms agreed at the interview (e.g. honouring existing holiday arrangements).

4. Appointment Letter and Enclosures

- The appointment letter is provided by HR Shared Services and will specify whether all or most of the following documents apply to the appointment. These documents can be downloaded from westsussexeducation.uk and a link is provided in the appointment letter.
- Guidelines on Health and Safety.
- Sick Pay information either – Teachers Sick Pay Scheme and Regulations. booklet OR leaflet 'What to do when you are ill'.
- Pension details: appropriate scheme/package.
- Data Protection Act – main points.
- West Sussex County Council Guidance on Safer Working Practice.
- Bank Credit form.
- Employee Assistance Programme booklet.

5. Principal Statement of Written Particulars of Employment.

All newly-appointed employees (regardless of hours worked) must be issued with a written statement of their main terms and conditions of employment within two months of taking up appointment. As indicated above, statements are provided by HR Shared Services and will normally be sent out with the letter of appointment. The Employment Rights Act 1996 specifies which terms and conditions must be included in a single document known as the 'principal statement', and which information may be cross referenced to other documents.

It should be noted that, in addition to matters, which must be included or referred to, it is important to incorporate any special conditions or terms, which relate to the particular post (e.g. a specific requirement of the job or an arrangement negotiated at the interview.)

6. Pension Automatic Enrolment

On recruitment, all support staff with a contract of employment of 3 months or more, will contractually become a member of the Local Government Pension Scheme unless they choose to opt out. Employees who have a contract of less than 3 months can choose to opt to join the scheme.

All teachers upon recruitment will contractually become members of the Teachers' Pension Scheme, unless they choose to opt out.

It is now national legislation that employers are required to automatically enrol or offer a qualifying workplace pension scheme to employees who meet certain earnings and age criteria.

The pension schemes that the County Council offers are qualifying pension schemes and therefore satisfy the legislative requirements.

However, if an employee chooses to opt out of the pension scheme they should be aware that the national legislation requires the County Council to automatically enrol employees back into the scheme every three years on the anniversary of the County Council's staging date, or when the employee becomes an eligible job holder, whichever is sooner.

Should this occur HR Shared Services will produce a letter to advise the employee of this. The employee does retain the right to opt out again.

Employees, therefore, should view any opt out they sign as being temporary.

7. Custom and Practice

Some terms and conditions of employment become established through custom and practice over a period of time. They are not often written down but have become 'accepted'. e.g. periodical overtime to facilitate particular working arrangements. Once established they cannot be changed suddenly without due notice and consultation. If it is proposed to change such a practice, the HR Professional Support Team should be contacted for advice.

8. Appointment Checklist

Pre-employment Checks

Complete all pre-employment checks:

Qualifications.

Medical Clearance

Driver's Check

DBS (Disclosure and Barring Services)

Asylum and Immigration

References (retain a copy of the document showing the candidate has complied with Asylum and Immigration on the employee's personal file at the school.)

Offer Letter

Send offer letter (see 3 above)

Complete Appointment Form.

Send appointment to HR Shared Services as soon as possible so that it is received well before the payroll deadline.

Return Relevant Paperwork

Ensure that all original documents required for payroll purposes (i.e. Bank form, P45/P46, NI Number have been received.

Set up Personal File

Check document from Employments Services

Check through documents and sign appointment letter to give to the employee.

Temporary Contract Review

Note date for temporary contract review and issue standard resignation form or extend contract of confirm permanent status. When reviewing a temporary contract, it is important that schools follow the process which is set out in section 3 of the Schools' HR Guide - "Conditions of Service, Types of Employment Contracts".