



St MARK'S SOCIAL EDUCATION DAY SERVICE

For people with Autism & Learning Disabilities



RECRUITMENT POLICY

Date Reviewed	Reviewed by	Next review date
June 2016	M M	June 2017

AIMS OF THE POLICY

St Mark's Day Service aims to recruit the best possible candidates for posts and by adhering to this recruitment policy, we ensure that our practices reflect good practice and are free from bias and discrimination.

The Organisation recognises that it is unlawful for an employer to discriminate against a candidate for a job because of their age, disability, race, religion or belief, sex, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity in any part of the recruitment process.

However, on occasion and where necessary St Mark's reserve the right to recruit an individual of a specific gender if required for the purposes of personal care and support.

Procedure

Our recruitment procedure covers a period of voluntary work and training to be able to assess staff members' suitability and commitment to the post before they actually apply for a post.

After the initial voluntary period, potential staff are given an application form, a job description which includes information about the service and autism and incorporates equal opportunities framework and a person specification

Once a potential applicant applies they are asked for references, police checks and a medical declaration.

If a formal offer is made, there is a six-month probationary period to further assess suitability and commitment.

Extensive in-house training is ongoing throughout employment with a comprehensive training development plan.

Supervision is given to all staff regularly.

Application pack

The application pack will include the following items:

- Job description
- Person Specification
- Application form

Candidates will be asked to confirm their eligibility to work in UK in order to comply with employment legislation.

Job Description

A job description will be drawn up which will include information on the following:

- Position title
- Hours
- Full time / part time
- Permanent / temporary
- Salary
- Main purpose of the job
- Responsibilities
- Information about the service
- Information about autism

Person Specification

A person specification will also be drawn up, which will detail essential and desirable:

- abilities
- qualifications
- experience preferred or required for the post

The essential and desirable criteria will then form a checklist against which applications can be objectively judged in order to draw up a shortlist. Any criteria must be free from indirect or direct discrimination. (Indirect discrimination is using a requirement which will make it difficult for people of a particular gender, culture or age to apply with certain exceptions – see above)

Advertising

Generally, adverts are circulated internally to give opportunity to existing staff to apply for posts.

In general, advertisements for posts at St Mark's Day Service will contain information on the following:

- Name of the organisation
- Location of post and type of contract
- How to request an application pack
- Closing date for applications
- Reference that St Mark's respects and adheres to Equal Opportunities legislation

Externally advertised posts will be advertised in appropriate media.