



## **Advertisement Policy**

**Lead Person :**

**Governing Body Committee :**

### **INTRODUCTION**

All recruitment exercises must be planned and timetables to ensure the School recruits the best possible staff.

Prior to the commencement of any recruitment exercise a job description and person specification should be prepared for the vacant role. This will confirm that there is a genuine need for recruitment, and will assist the School in ensuring that the most appropriate candidate is recruited for the role. A detailed timetable for the recruitment process, including the placing of the advertisement and details of the personnel to be involved in the process should be drawn up and approved by the Headmaster before the vacancy is advertised.

### **RESPONSIBILITY**

The Headmaster is responsible for all advertisements which publish vacancies at the School.

### **CLEARANCE**

No advertisements should be published until approved by the Headmaster. This applies to internal as well as external advertisements.

### **LIABILITY**

Inappropriate or poorly worded advertisements can give rise to legal claims against the School. Anyone placing an advertisement in breach of this policy will be subject to the School's disciplinary procedure.

### **ADVERTISEMENT CONTENT :**

All adverts must carry the following pro forma details :

*"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*The successful applicant will be subject to an Enhanced CRB check."*