

RECRUITMENT POLICY STATEMENT

Objective

The aim of recruitment is to attract potential employees who have the relevant skills, qualifications and experience to make a positive, innovative contribution towards the work of the College.

Making a choice

Recruitment & selection involves the element of choice. This applies equally to both the College and applicants. Whilst the College is seeking to attract applicants of the right calibre and aptitude, applicants are considering whether the College and the post for which they are applying will meet their own personal and professional ambitions and aspirations.

The aim is to provide applicants with comprehensive information about the post, the qualifications and experience required, the College and terms of employment so that they can make an informed choice about whether City College Brighton and Hove is the place they want to work. At interview applicants will, where appropriate, be given the opportunity to meet their potential working colleagues and given a tour of the College.

Equality & Diversity

The College is committed to equal opportunities and the recruitment and selection process is an important part of the College's efforts to achieve this. The process is comprehensive and rigorous to ensure that all applicants receive fair, equitable and objective treatment. The process aims to ensure that the person who best meets the person specification is appointed without discrimination on the grounds of race, sexual orientation, colour, nationality, ethnic or national origin, disability, gender, age, marital status or religion. HRM monitors the recruitment process on all campaigns in order to ensure that the Equality & Diversity Policy is being followed. The College's Policy on the Employment of People with Disabilities, and the Statement on the Recruitment of Ex-Offenders should also be read in conjunction with this statement.

Safeguarding

This College is committed to the safeguarding of children and vulnerable adults and promotes the welfare of all learners and expects all staff to share this commitment. The recruitment process is the first stage of instilling a culture of safeguarding and all recruitment materials and media confirm the commitment to safeguarding and the process and procedures have safeguarding controls within them. Applicants are required to undertake appropriate checks as well as providing proof of their right to work in the UK.

Responsibility

The recruitment process is managed by HRM who aim to provide applicants and managers with a confidential and professional service. The recruitment process itself involves a cross-section of College staff and those involved need to:

- maintain professional standards whether recruits are easy or difficult to find.
- ensure that equality of opportunity and safeguarding of children and vulnerable adults is an integral part of recruitment practice.
- ensure recruitment is seen as a key public relations exercise.
- undergo interview training and keep these skills up to date.