



Staff Recruitment and Selection Policy

September 2025

Scope	All Staff at UK Business College
OFS Condition	E2
Access:	Public

Version 1.3
Approved by the Board of Governors

1. Introduction

1.1 The appointment of employees is an essential and integral part of the College's resources strategy which underpins the aim "to have the right people at the right time, competent and motivated to deliver the goals of the College" and to support the overall objectives within the College's strategy.

1.2 This policy refers to the recruitment of permanent and fixed-term employees and the process involved to maintain fairness and consistency through all stages.

2. Equality and Diversity

2.1 The HR Department will monitor the recruitment and selection process in relation to equality and diversity at all stages of the application process, including advertising, shortlisting, interviewing and appointment.

2.2 In accordance with the Equality Act 2010, the College will not discriminate on the grounds of any of the protected characteristics as detailed below:

- Age
- Disability
- Gender and Gender Reassignment
- Marriage or Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

2.3 The College welcomes applications from individuals with disabilities and will make reasonable adjustments as required in all aspects of the recruitment process and beyond should the candidate be successfully appointed.

3. Recruitment and Selection Process

3.1 In order for this policy and procedure to be effective it is essential that any person who is involved in any aspect of the recruitment and/or selection process is aware of this Policy and follows it. The College will take seriously any instances whereby this policy is breached by anyone involved in the recruitment and selection process.

The stages involved in the recruitment and selection process are as follows:

- i. Identifying a vacancy – a vacancy could occur due to an employee leaving the College, an internal promotion or because of College expansion initiatives. Before recruitment advertising is commenced, consideration should be given as to whether it may be considered a suitable alternative position for any employee whose current post has been identified for restructure/redundancy.
- ii. On the basis the vacancy is determined and needs to be advertised, the hiring manager for the post must produce a proposed Job Description and Person Specification to the HR Department for management sign-off. The basis of the Job Description will formulate the advertising copy and HR Department will need to ensure it is compliant with employment legislation.
- iii. HR Department will gain executive management approval for the vacancy including the salary parameters proposed and once approved, put forward to the Recruitment team for advertising purposes. Unapproved vacancies will not be advertised.
- iv. All approved vacancies are advertised by the Recruiting Team both internally and externally. If a current employee is interested in the role they can indicate their interest by applying to the HR Department. Advertising externally will take the form of posting on various job board platforms. For more specialist roles specific recruiters for that discipline will be sought. Any role requiring external agency assistance must be approved by the executive management prior to any negotiations or discussions taking place.
- v. Applications for the role will be invited in the form of a CV document and supporting statement. Evidence of Right to Work status will be sought prior to any shortlisting process.
- vi. Applications received by the Recruitment Team will be initially screened and shortlisted before passing to the hiring manager for final shortlist review in conjunction with a member of the HR team. All notes relating to the shortlisting process will be retained by the HR Department in accordance with the data protection policy
- vii. Successfully shortlisted candidates will be invited for interview by either the Recruitment Team or member of the HR Team. The hiring manager will attend the interview panel alongside a member of the Recruitment Team. Academic staff may be advised to prepare a micro teach session and provision will be put in place to enable delivery of this

- viii. Following interview, the interview panel will assess the competency, experience, qualifications and interview performance of each of the candidates before reaching decision as to who should be put forward as the successful candidate.
- ix. The HR Department will gain executive management approval prior to any job offer being made to the successful candidate. The job offer will take the form of a written conditional offer sent by email.
- x. Should the offer be accepted by the candidate the recruitment and selection process end. If the candidate declines the conditional offer, the second or third shortlisted candidate may be considered in consultation with the hiring manager and executive management. Should this not be satisfactory the role will be re-advertised.
- xi. For those roles which may include exposure to vulnerable students, a Disclosure and Barring Check will be required. Successful candidates will be notified of this requirement prior to appointment. The College will accept portability of DBS checks if it meets certain criteria.
- xii. Any offer made to a successful candidate will be conditional upon receiving evidence of Right to Work in the UK and two satisfactory references. The College may accept a UKVI reference number or Share Code in order to conduct an immigration ECS check as long as this has been provided at least one month prior to the employment start date.
- xiii. In a situation where the references received are not deemed satisfactory to the College or the Right to Work status is not satisfactory, the offer of employment will be withdrawn. The offer will also be withdrawn if the candidate fails to accept the offer within 5 working days of sending.
- xiv. Personal information of applicants held by the College will be treated confidentially and in accordance with the terms of the General Data Protection Regulations (“GDPR”). Unsuccessful applicant data will be retained by the College for no longer than 6 months.

4. Applicants Requiring Sponsorship

4.1 The College is not currently able to offer sponsorship under the UK Points Based Visa System and cannot recruit employees who do not have the existing Right to Work in the UK. Service Provider organisations must ensure all approved representatives supplied to the

College have a valid right to work and the College reserves the right to request evidence of compliance with this requirement.

5. Breach of Policy

5.1 It will be the responsibility of the college to ensure that all staff and authorised representatives are aware of and understand its recruitment policy before they carry out the recruitment and selection of staff. The college will take seriously any instances whereby anyone employed by the college or contracted by the college deliberately, wilfully or knowingly fails to comply with the College's Recruitment and Selection policy.

6. Monitoring and Review of the Policy

6.1 The policy will be reviewed on an annual basis by the Head of HR to ensure it remains aligned to current practice and complies with external regulatory requirements. However, if at any time the legislative, policy, or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

Changes to this policy will be reviewed by the School's Executive Committee prior to ratification by the Board of Governors

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