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RUNNYMEDE COLLEGE

Delight, Ornament, Ability

STAFF RECRUITMENT POLICY (Teaching Staff) 2025-2026

Updated by:	Nicola Reid
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Next Reviewed:	June 2026



Staff Recruitment Procedure

Overview statement:

Runnymede College recognises the fundamental importance of attracting, recruiting and retaining teaching staff of the highest calibre. This recruitment process is in place to ensure that Runnymede College meets all Spanish legal requirements and adopts best practice in recruiting all members of staff.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Aims

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- To ensure that all job applicants are considered equally and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the UK Department for Education (DfE), Keeping Children Safe in Education (2024) (KCSIE),
- To ensure that the College meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Principles

The following key principles and guidelines apply to recruitment of teaching staff to Runnymede College:

- All posts should be advertised internally, on the Runnymede College website and TES;
- External applicants should complete an application form rather than a CV and ensure that all employment gaps are accounted for;
- Short listing should be carried out independently by at least two people

- There should be at least two interviewers on each recruitment panel, one of whom should be trained in Safer Recruitment (a list of whom can be requested from HR);
- There should be a written record of the interview and outcome, usually in the format of an interview document, shared with HR following the interview;
- Two written references including the most recent employer should be sought on all shortlisted teaching candidates prior to interview and for all support staff at the offer stage, usually this is completed via TES;
- The school will verify the reference with each referee by direct contact by telephone or email from a legitimate source if not completed through TES;
- All offers of employment will be subject to receipt of satisfactory references and recruitment checks (listed below). Staff members, particularly those working directly with pupils should not begin work until satisfactory completion of all checks;
- The Single Central Register (SCR) is kept by the Head of HR Department. This is audited regularly by relevant members of senior leadership. The SCR has been moved to iSAMS for all Teachers, Support Staff and Administration Staff. Additional peripatetic staff (instructors/coaches/music teacher/specialist) information is held in a separate spreadsheet and will be moved onto iSAMS this academic year;
- All employees receive an induction programme to effectively integrate them into the school and to cover relevant Runnymede College policies;

Recruitment Process

Job description

The job description is put together by the Head of Department or SLT and agreed with the Management Team before including it in the application pack and advertising the role.

The job description will contain the following information:

- What the role involves.
- Skills required.
- Level of experience.
- Qualifications required.
- Abilities, behaviours, attitudes and values.
- Desired and essential skills

Job Advertisement

Jobs are advertised on our school website, social media, TES website and with specialised recruitment companies and websites. This is to ensure that the school benefits from as wide a pool of prospective candidates as possible.

The job advert will include a safeguarding statement to deter potential abusers.

Runnymede College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and ACRO Criminal Records Office (International Child Protection Certificate).

The job advert will inform candidates that we will only accept a completed application form.

Application Form

This will request the following information:

- Personal details
- Education and training
- Employment history
- Referee contact details
- Personal Statement
- Signed declaration

Statement as to whether the applicant has any criminal background.

Declaration of any family or close relationship to anyone within the school.

Signed declaration that all the information on the application form is true and that nothing relevant has been omitted.

NOTE: Providing false information is an offence and could result in the application being rejected, dismissal (if already appointed) and/or possible referral to the police.

Shortlisting candidates

Applications will be reviewed by the Headmaster, Management Team and Head of Department at Runnymede College. The application will be checked against the Job Description in order to shortlist candidates to be interviewed. Depending on the number of candidates who meet the minimum requirements for the post, a preliminary first round Zoom interview may be necessary in order to select finalists for a face to face interview at Runnymede College in Madrid.

Interview process

All candidates must be interviewed by a minimum of two people. Under normal circumstances the interview process will include the following components:

- Interview with the Headmaster & Assistant Head (Zoom interviews may be used for non-local applicants).
- Interview with a member of SLT and appropriate member of staff (e.g. HoD) - to include Safer Recruitment questions including gaps in CV and Safeguarding. Standardised interview pro-forma completed and returned to HR via email and saved in Box > SLT > Recruitment and Staffing.
- Lesson Observation (40 min) observed by HoD and optional additional member of SLT.
- Tour of the school with a relevant member of staff (e.g. Department member), who may be asked to provide informal feedback

Documentary Requirements

Applicants will be asked to produce the following documentary evidence:

- Evidence of identity – DNI, NIE or TIE / passport / birth certificate / driving licence
- Evidence to support any name changes – marriage or civil partnership certificate / deed poll / decree absolute etc.
- If applicable Evidence of Overseas check - Police Clearance from country of origin or countries where the candidate has lived for more than 3 months during the past 5 years
- Evidence of training completed and professional qualifications
- Teacher Reference Number (TRN) or Department of Education (DfE) number (if appropriate)
- Evidence of registration with professional body (if applicable)
- Full Employment History with no unexplained gaps
- Two professional references (see reference section)
- International Child Protection Certificate - police check for UK
- Spanish enhanced police certificate which permits you to work with children - Certificado de Delitos de Naturaleza Sexual
- Any certificates for qualifications/training undertaken will need to be seen. Copies must be original, which will then be photocopied. Evidence of professional qualifications and registration with professional bodies will be required.

References

In order to satisfy our safer recruitment requirements two satisfactory professional references will be obtained prior to starting work. One must be from the present or most recent employer. References are key to forming an accurate assessment of an applicant.

To ensure the referee provides comprehensive information, references are submitted on a pro forma standard reference that will cover all aspects of the information required.

When obtaining a reference Runnymede College seeks to verify the following:

- That the applicant has worked where they claim to have worked (dates must agree).
- That the person supplying the reference is more senior than the applicant and is authorised to provide a reference on behalf of the company.
- That the company is genuine and the reference is verified by a company stamp or letterhead.
- The applicant's skills and attributes in relation to the post for which they have applied.

Referees will be informed that:

- It is their legal liability to provide a reference and it should contain no material misstatement or omission.
- The content of the reference may be discussed with the applicant.
- They may be contacted later if further clarification is required.

Single Central Register (SCR)

In accordance with Keeping Children Safe In Education 2024, the Single Central Register (SCR) is kept in electronic form on iSAMS and Factorial platform. The SCR covers the following people:

People included on SCR on iSAMS:

- Teachers
- Support Staff
- Admin Staff
- Proprietors

People included on SCR on the spreadsheet on Box:

- Volunteers
- Student teachers (if on the school's payroll)
- Additional instructors/coaches/etc

Agencies such as cleaner, premises staff and bus monitors are checked by the providing agency.

The documents stored on the SCR are outlined below:

MANDATORY CHECKS	RC Evidence	Location
Name of person	DNI / TIE / NIE / Passport	Factorial

MANDATORY CHECKS	RC Evidence	Location
Address	Certificado de Padron	Factorial
Date of Birth	DNI / TIE / NIE / Passport	Factorial
Evidence of ID (inc photograph)	DNI / TIE / NIE / Passport	Factorial
Overseas Checks needed/ undertaken. Type and Date.	International Child Protection Certificate (UK nationals) or country of origin equivalent, if available Certificado de delitos de naturaleza sexual	Factorial
Qualification(s) Required Qualification(s) Evidenced and Date Checked	- Degree certificate (or equivalent) - Teaching qualification (or equivalent)	Factorial
Right to Work in Spain Date Checked	- Visa or TIE / NIE / Passport	Factorial
Reference 1		Personnel file - box
Reference 2		Personnel file - box
Training certificates	Educare course	Stored on Educare Personnel file - box

Key Administration Points:

The following points are adhered to, in order to ensure the SCR is up to date and accurate:

- There are no gaps. Enter 'Not applicable', or another relevant phrase.
- The SCR must be current. Archive onto a separate tab or delete people who have left.
- The SCR should record, what has been seen, when it was seen and by whom it was seen.

The bullet points below set out the minimum information that must be recorded. Currently the information is on iSAMS and Factorial and in the confidential personnel file on Box. The SCR must indicate whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

On-going Compliance:

Employees will be required to update their personal information on a regular basis..

Storage of Personal Information:

We abide by all Data Protection requirements. All personnel files will be retained in a secure place within the office for the period that the candidate is actively working on the register, and for 7 years thereafter. An electronic file will be maintained on a candidate database and stored in a protected server environment.