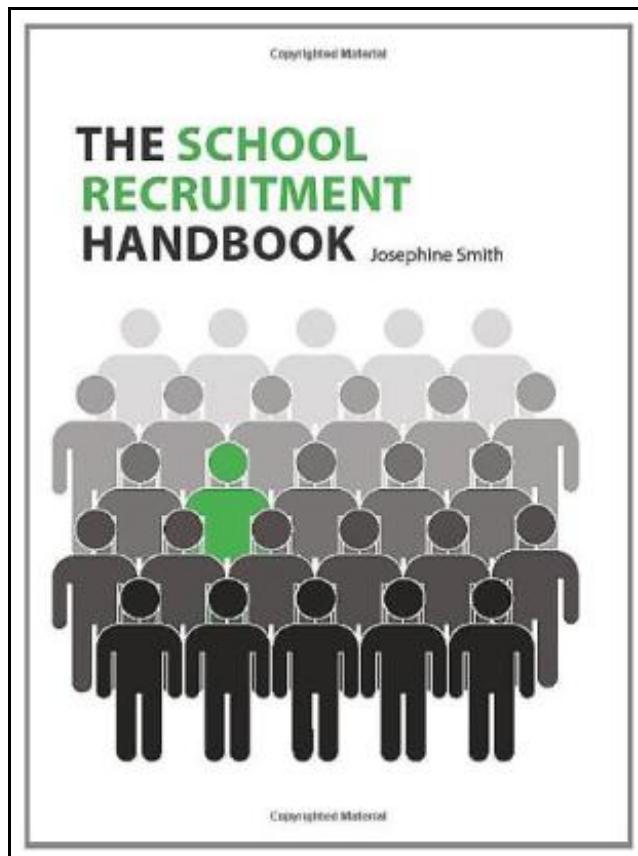


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Optimus Publishing, United Kingdom, 1999. Mixed media product. Book Condition: New. 320 x 258 mm. Language: English . Brand New Book. Summary of contents This comprehensive resource will ensure your school meets current legislative requirements for recruitment standards. Full of useful examples and relevant templates, The School Recruitment Handbook can be used as an internal reference guide, resource for training staff, or a practical guide in how to recruit the best new staff. Section 1: The Theory of Recruitment Practice Section one of this book provides you with essential background knowledge about the history and current developments in school recruitment. This background information will help you to identify areas within your school's current recruitment practice that need improvement and then outline the steps that you should take to develop this practice. Core sections of employment law that relate to recruitment are summarised in this section and presented alongside specific issues in data protection and record keeping, enabling you to put legislative theory into practice. Section 2: Policy into Practice In section two, the process of recruitment is broken down into concise practical steps. Starting with planning the recruitment process, this section will guide you in how to write engaging and relevant job descriptions and position descriptions. You will also learn how to market and present your school to the best candidates, as well as how to short list applicants, interview applicants and offer a successful candidate the position. The School Recruitment Handbook also covers the practicalities of CRB tracking and how to successfully reject unsuccessful candidates. Section 3: Recruiting for Specific Posts This section looks at the recruitment process in detail and provides comprehensive advice on appointing staff to a range of posts. This section will look at the recruitment of classroom teachers, senior leaders as well as head...



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