

ΙΕΡΑ ΑΡΧΙΕΠΙΣΚΟΠΗ ΘΥΑΤΕΙΡΩΝ ΚΑΙ ΜΕΓ. ΒΡΕΤΤΑΝΙΑΣ
ΕΛΛΗΝΟΡΘΟΔΟΞΗ ΚΟΙΝΟΤΗΣ ΑΓΙΟΥ ΑΘΑΝΑΣΙΟΥ ΚΑΙΜΠΡΙΤΖ
Greek Orthodox Community of St. Athanasios, Cambridge
154 Cherry Hinton Road, Cambridge CB1 7AJ
Ελληνικό Σχολείο Αγίου Αθανασίου
Greek School of St. Athanasios
<http://www.cambridgegreeksschool.org.uk/>



POLICY FOR THE RECRUITMENT AND INDUCTION OF TEACHING STAFF

Recruitment Process

The school is committed to open, fair and competitive procedures for the appointment of teaching staff.

All positions should be advertised and advertisements should be posted where they may gain exposure in places accessed by prospective candidates. Members of the school and church committees and parents of the school should be informed of a vacancy to encourage the dissemination of the available post among the community.

The school committee should provide prospective candidates with a person specification and job description on application for the post. These documents should be reviewed every two years or sooner if deemed necessary.

The committee should request a CV and two references from applicants and invite short listed candidates to an interview.

The school committee should select three members to form an interview panel and according to the requirements from EEA & KEA (Greek & Cypriot Educational Missions in Great Britain), include the head teacher in this process.

Unsuccessful applicants should be notified in writing. Feedback may be given to unsuccessful applicants who attended an interview on request.

Successful candidates must provide the committee with the relevant information required for a CRB (Criminal Records Bureau) check and produce certificates of qualifications.

Induction Process

All newly appointed teachers (employed by the school or appointed by EEA & KEA) should receive a copy of the EEA & KEA requirements and the school's policies and procedures. The school committee is then responsible for notifying staff of any amendments to policies and procedures.

The school committee are responsible for organising the induction with the head teacher to introduce new members of staff to their position and duties.

All staff must sign the confidentiality agreement.