



Marsden Mechanics Employment Policy

August 2019

Review date: August 2020

Marsden Community Trust Ltd is a registered charity.
Charity Number 1168910

Marsden Mechanics Institute (MMI)

EMPLOYMENT POLICY

INTRODUCTION

This Code of Practice provides practical guidance on the processes involved in the recruitment and selection of staff. We recognise the important role that Trustees play in recruitment process and this guidance is offered also to support this role.

EQUALITY

It is very easy to fall into the trap of allowing subjective thinking to influence a recruitment and selection decision, thereby almost certainly infringing the Equality Act 2010. The single most important principle to apply in such a decision is to search for and recruit the best candidate. This means ignoring a candidate's age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation and concentrating on:

- the key elements of the job.
- the competencies and qualities the successful candidate will need to have to do it.
- an objective assessment of each candidate, through appropriate selection methods, against these competencies and qualities.

Data Protection Act 1998

The purpose of the Act is to protect people's personal information from abuses by applying strict rules to the way their personal data is treated. In terms of Recruitment and Selection, applicant's personal details submitted with their application form should only be used in accordance with the Act i.e. for selection and interview purposes, and for employment records, if the application is successful.

Working Time Regulations 1998

The Working Time Regulations incorporate requirements involving working arrangements / time which as an employer we are required to comply with.

JOB ANALYSIS/JOB DESCRIPTION

Why do we need a Job Description?

- So jobholders know what is expected of them.
- It is used as a basis for assessing what knowledge and skills are required for the job.
- Job applicants have a clear idea about the job itself.
- It forms part of the Contract of Employment.

The Job Description should be reviewed periodically to ensure that it is still up to date.

What should be included in the Job Description?

The job description should be a list of the main duties and responsibilities of the post. It should not be an exhaustive list of every task. The following is guidance on the completion of key areas of the job description.

The job description should indicate that the post is subject to 'Enhanced DBS Certificate', and indicate whom the post holder reports to and whom they are responsible for. It should clearly state the postholder's responsibility for promoting and safeguarding the welfare of children and vulnerable adults.

REFERENCES

All appointments are subject to two satisfactory references, including internal appointments.

Prevention of Illegal Working

The Home Office has issued guidance to employers regarding changes to the law on preventing illegal working. This guidance incorporates amendments to document checks under Section 8 of the Asylum and Immigration Act 1996 which came into force on 01 May 2004. Key to this are the EU changes from 01 May 2004 and nationals from eight of these countries must register with the Home Office if they start working in the UK (Czech Republic, Estonia, Hungary, Latvia, Lithuania, Poland, Slovakia and Slovenia).

Review of Policy

Chair of Trustees: _____

Policy to be reviewed: August 2020