



**RADLEY**

# **Internal vacancy recruitment procedure**

**September 2024**

## Internal vacancy recruitment procedure

When a recruitment need has been identified a job description and person specification will be created or, if an existing role, reviewed. The selection criteria for the role will be based on the requirements identified through the job description and the qualities and experience that the applicant(s) bring to the role.

All vacancies will be advertised internally and/or externally, using the best methods, as deemed appropriate, to attract and recruit the best applicant available for the position at the time.

All appointments are based strictly on merit, judgement about which is made according to skill levels and exposure to, and success in, areas of relevant experience.

All dons should expect to discuss career development and aspirations both within and beyond Radley as part of their MOTs. It is hoped that in this way every don's area of interests would be known to the Warden and that he can consider suitable candidates for vacant positions. Dons are able to meet with the Warden at any time to seek help with regards to career advice. They are encouraged to be open about their ambitions and the College will seek to facilitate their training and development wherever possible, throughout their time at Radley. All dons are expected to contribute fully to the life of the College and take responsibility for areas of College life as appropriate during their time here.

Vacancies for positions such as a Tutor, Head of Department or a role carrying the status of HoD will be dealt with as follows:

- A job specification will be circulated with expressions of interest invited
- A period of opportunity to see the Warden and/or a CMT member to discuss the role informally will follow
- If, and as appropriate, the Warden will approach individual dons to ascertain interest and/or discuss further
- The Warden will make an appointment in consultation with CMT

Vacancies for other positions of responsibility (eg don i/c of a sport, society, or activity) may not need a job description or person specification. These vacancies will be dealt with in the following way:

- Expressions of interest will be invited
- A period of opportunity to see the Warden and/or a CMT member to discuss the role informally will follow
- If and as appropriate, the Warden and/or a CMT member will approach individual dons to ascertain interest and/or discuss further
- The Warden will make an appointment in consultation with CMT

Membership of committees (either permanent or temporary) will be decided by the Warden (or by the delegated Chair) with dons invited to participate as need arises.

Inevitably, occasions arise when quick decisions are required with regards to personnel. In such circumstances, which will be rare, the Warden reserves the right, when in his judgment it is in the best interests of the College, to adjust the procedures above.