

LFI Recruitment & Selection Policy

1. Policy Statement

Effective recruitment and selection procedures are vital to attract and retain high quality staff. For recruitment and selection procedures to be effective, it is essential that they are fair, rigorous and transparent. It is the policy of the Lycée Français d'Irlande to ensure that the best candidate for the job is selected. All decisions relating to recruitment and selection must be consistent with the criteria outlined for the post.

Commitment to this principle of appointment reflects the school's policy on equal opportunities. The LFI is committed to a policy of equal opportunities to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of race, religion or belief, colour, sex, age, national origin, disability or sexual orientation as per the Equal Employment Act 1998 and 2004. Any such information obtained for the purposes of employment will be held confidentially by the school and used for monitoring purposes only.

2. Establishing a Vacancy

When a vacancy arises, the Proviseur of the school with the support of the Board of Management, can consider restructuring to reassess the requirements of the job. Where a vacancy occurs through the resignation of an existing employee, the employee should be encouraged via an exit interview to give feedback on their role, responsibilities and associated issues to see if useful changes can be made to the job description and/or person specification.

3. Job Description

Before the job is advertised, a job description is drawn up outlining the main purpose, main tasks and the scope of the job. This job description may be made available to any candidates on request.

4. LFI Vacancy advertised

When a LFI vacancy arises, it is posted on the LFI website www.lfi.ie. In certain cases, the vacancy will be circulated to current employees prior to being posted online.

The job advertisement will be circulated as widely as possible, including at the French Embassy, other embassies and cultural centres and via online job search engines, as appropriate.

The job advertisement will state qualifications and experience required. Any information about pay or pay scale will be provided to applicants if and when they are offered the position. All LFI advertisements will abide by the school's policy on Equal Opportunities.

5. Application process

All candidates for LFI vacancies are requested to fill out the standardized **Employee Application Form**, available online at www.lfi.ie, to send a copy of a recent curriculum vitae, a covering letter and to include the contact details for two references. For teaching posts, the school will also require to see copies of your teaching qualifications.

6. Pay rates

All LFI employees are paid according to official scales, voted by the Board of Management. An individual employee's position on the pay scale will depend of their qualifications and years of experience and is at the discretion of management and the Board of Management.

7. The Selection Panel & Interview

The Selection Panel will consist of the Proviseur and one other member of staff, or a member of the Board of Management for teaching/administration posts. For other posts a selection panel will be set up as appropriate. In all cases, LFI management ensures that fair interviewing and selection procedures are followed to ensure no discrimination at any stage of the recruitment and selection process as per the Equal Employment Act 1998 and 2004.

The Selection panel will be responsible for agreeing:

- Selection methods: i.e. interviews or paper reviews; psychometric tests; role plays etc.
- Interview questionnaire and points for each item
- Shortlisting candidates for interview
- Agreement about contact with references
- Conducting interviews or paper reviews
- Final decision on recruitment.

During interview, candidates will be reviewed according to the pre-agreed marking system. The highest grading candidate deemed by the panel most suitable for the position will be offered the position.

8. Job Offer

Following the interview and agreement with the Board of Management, the successful candidate will be contacted and informed that subject to reference checks and to the Garda vetting process/police check their application for the position is successful.

The school will not make an offer of employment to any individual who does not have permission to live or work in Ireland. The school will carry out checks to ensure an individual is eligible to work in Ireland via the Department of Enterprise, Trade and Employment, if necessary. Granting of work permits is governed by The Employment Permits Act 2003.

Any candidates not short-listed will be contacted by email and informed that their application is not being retained by the school.

Once the successful candidate has accepted the position, the school will contact unsuccessful candidates by email. However, should the reference checks and/or Garda vetting of the successful candidate prove to be unsuccessful; the school may re-contact other short-listed candidates in the order of their placement at interview stage.

9. Garda Vetting

In order for the LFI to confirm any employment at the school, a candidate must first obtain Garda vetting. To do so, the school requires:

a. PROOF OF IDENTITY

All new employees must have their identity verified by the school prior to employment, and must be provided by the prospective employee with the Garda vetting form. Copies of these documents will be kept on file by the school. Relevant identity papers to be provided are as below (adding up to a 100 point check):

80 points	Irish driving licence/learner permit (new card format); Irish Public Services Card (with photo)
70 points	Passport (from country of citizenship)
50 points	Irish certificate of naturalisation; Birth certification; GNIB card; National Identity Card (EU/EEA/Swiss)
40 points	Irish driving licence (old paper format); Public services card/medical card/social services card with photo
35 points	Employment ID card from employer with name and address; Letter from employer within last two years confirming name and address; P60/P45/Payslip (with home address); Utility bill (less than 6 months old – not mobile phone bill); Bank/Building Society/C Union Statement
25 points	Employment ID card with name only; Public services card/social services/medical card without photo

*If a vetting subject is unable to achieve 100 points, they will require an Affidavit witnessed by a Commissioner of Oaths.

b. STATUTORY DECLARATION

All new employees must complete a Statutory Declaration prior to being appointed, that notes that there is nothing from a child protection perspective that would adversely affect their employment in teaching/non-teaching capacity in the primary/post-primary school.

This must be signed in the presence of a Commissioner of Oaths/ Peace Commissioner/ Practising Solicitor. The LFI will cover this cost of this. Commissioners for the Oaths assigned by the school are:

Near Foxrock:

O'Mahonys Solicitors
6 Clonkeen Road
Deansgrange
Dun Laoghaire
Co Dublin
Tel: (01) 289 2487
info@omahonysolicitors.com

Near Clonskeagh:

O'Donoghue Murphy Solicitors
35 Heidelberg
Roebuck Road
Clonskeagh
Dublin 14
Tel: (01) 288 4593
emerodnoghue@gmail.com

A copy of this declaration must be provided to the school and retained on file for the school's record. A Statutory Declaration is valid if made in the same or previous calendar year.

c. FORM OF UNDERTAKING

All new employees must complete a Form of Undertaking prior to employment for any teaching/non-teaching position in the primary/post-primary school regarding child protection issues.

A copy of this form must be provided to the school and retained on file for the school's record. A Form of Undertaking is valid for other appointments in the same school if made in the same or previous calendar year.

d. CHILD PROTECTION

All applicants are provided with an information leaflet about child protection issues. This will alert the applicant to child protection questions.

e. NON-RESIDENT EMPLOYEES

Any employee joining the LFI from outside Ireland must provide the LFI with a police record from the last country where they were resident, or a casier judiciaire (police record) in the case of LFI 'residents' or other individuals from France. These employees must also furnish the school with a Statutory Declaration and Form of Undertaking.

Following 3-6 months residence in Ireland, employees can apply for Irish Garda vetting.

Check List for Garda Vetting for Prospective Employees

<i>Tick</i>	<i>Document Requirement</i>
Irish Resident employee/ Extracurricular supplier	
	2 forms of identification adding up to 100 points
	Statutory Declaration signed by employee and witnessed by Commissioner of Oaths
	Form of Undertaking signed by employee
	Child Protection information leaflet received
	Completed Garda Clearance form
Non-resident employee	
	Police record from country where individual was last resident or casier judiciaire
	Statutory Declaration signed by employee and witnessed by Commissioner of Oaths
	Form of Undertaking signed by employee
	Child Protection information leaflet received