



Equal Opportunities

Ralph Sadleir School is committed to the principle of equal opportunities for everyone. That means taking action to stop discrimination and making sure that job applicants are only considered on their ability to do the job.

We recognise that fair recruitment and selection practices are crucial in delivering equality of opportunity. The school's recruitment and selection procedures outlines these practices and include the following requirements:

- A positive statement about the school's commitment to Equal Opportunities appears in all documentation supporting job advertisements.
- Job vacancies will be advertised in the widest possible range of agencies and publications.
- Job criteria are determined solely on the essential requirements of the job, and people are selected and appointed purely on merit on the basis of their ability to do the job.
- All applications for jobs are made only on the school's standard application form on or before the closing date. A curriculum vitae will not be accepted, however if you have a disability that means you cannot easily complete an application form, then we will accept your application in some other suitable medium, i.e. on audio tape or an application form completed by another person on your behalf.
- Everyone required to make recruitment and selection decisions is properly trained in the school's procedures and can demonstrate an understanding of the school's Equal Opportunities Policy
- As far as is reasonably practicable the school will endeavour to ensure that interviewing panels reflect the composition of shortlists.
- There is a complaints procedure for internal and external job applicants who consider that they have not been dealt with fairly by the school's recruitment and selection procedure.
- New and existing employees are informed of their responsibilities under the school's Equal Opportunities Policy

Working Patterns

Ralph Sadleir School recognises that many employees have demanding and important roles outside of work and has a policy in place designed to enable employees to meet both their personal and professional needs.