

Policies and Procedures

Recruitment Referral and Incentive Scheme

1	Scheme Statement
1.1	Northampton School for Girls will pay an introduction incentive payment to any permanent member of staff (see 2.2) who introduces a new job candidate that is subsequently employed by the School as a result of that introduction, provided that all terms of this scheme are satisfied.
1.2	The referral payment will be as follows: <ul style="list-style-type: none"> ● £500 for a candidate who is employed as a member of permanent staff (see 2.2)
1.3	The incentive will be paid upon successful completion of the new employee’s six-month probation period (or induction year for an ECT). The employee must be new to the School. Examples of where an employee may not be considered ‘new to the School’: <ul style="list-style-type: none"> - Previously employed staff returning to the School, regardless of the duration of break in employment - Previously interviewed candidates - Candidates who have previously trained at the School - Internal candidates moving between roles
1.4	The incentive will be reduced pro-rata where the new employee is recruited on a part-time basis.
1.5	Only one introduction incentive will be paid for each new employee hired. If more than one eligible employee refers the same successful job applicant, the introduction incentive will be paid to the employee whose name is submitted by the applicant along with their application.
1.6	The introduction incentive is subject to tax and national insurance deductions and will be paid via payroll, following the new employee’s successfully completed probationary period. The introduction incentive is non-consolidated and non-pensionable.
1.7	There is no limit on the number of referrals that an employee can make. However, any referral must be in connection with a specific advertised vacancy.
2	Criteria
2.1	For a member of staff to receive the incentive the following further criteria must be satisfied: <ul style="list-style-type: none"> ● Both the introducing employee and the new employee must be employed by Northampton School for Girls at the time of payment. Where either party’s contract of employment is under notice of termination (whether given by the employer or the employee) at the time the payment is due, the School retains full discretion not to pay the introduction incentive ● The recruited employee must be new to the School (see 1.3) ● The new employee must not have been referred by another source, such as a recruitment agency or executive search consultancy ● The new employee must complete a satisfactory 6-month probation period (or ECT induction year) ● Both the introducing employee and the new employee must be employed on a permanent basis (see 2.2) ● The post must have been advertised ● The introducing employee must not be a recruiting manager, or any other employee involved in the

	<p>relevant recruitment process, or a member of HR, the senior leadership team or the Headteacher</p> <ul style="list-style-type: none"> • The procedure (see 3) has been followed in full
2.2	<p>Roles which don't meet the definition of a permanent employee:</p> <ul style="list-style-type: none"> • Employees under a fixed-term contract • Staff working under a casual contract including, but not limited to: <i>Exam Invigilators, Supply or Cover teachers, Theatre Stewards, Science Support Technicians and Student Lifeguards</i>
3	The Procedure
3.1	<p>The job candidate should ensure that their application clearly states the name of the referring employee and submit this information with their completed application form.</p> <p>Application forms are accepted via the NSG application form and TES only:</p> <p>NSG application form - a section to detail this is included within the form TES application form - applicants should include this information within the statement section</p>
4	Further Statements
4.1	No retrospective recruitment referral applications can be accepted.
4.2	Other correspondence such as emails or conversations cannot be accepted as evidence of referral. It is the responsibility of the referring member of staff to ensure they have read this document in full and have correctly advised the applicant of the requirements and procedure.
4.3	<p>The Headteacher reserves the right to void any payment and will provide in writing any reasoning for this.</p> <p>Examples of where this discretion may be applied, include:</p> <p><i>Where the scheme has been applied defectively, incorrectly or dishonestly</i></p>
5	Review
5.1	This scheme is reviewed every 3 years by the School. We will monitor the application and outcomes of this scheme to ensure it is working effectively.