

# Oak Bank School

## Colleague Referral Scheme Policy



Prepared by	Approved by	Date Approved	GB/ Committee	Review Period	Next Review
PC	MR	January 2022	Personnel	2 Years	January 2024

## **Purpose**

This policy is designed to explain the key elements of the Colleague Referral Scheme. We place great importance on referrals, because we trust our employees to know what's best for our company. We want to make this process as smooth as possible for our employees and those who they refer.

## **Scope**

The scheme provides a process whereby colleagues are encouraged to refer friends, contacts, or people from their network that they believe would be a good fit for a role within the school. Referrals are generally a better cultural fit for the school because they are in effect pre-vetted by people familiar with what the job will be like, the people they will be working with, and what the school is like as an employer. Where a referral is subsequently hired, the employee will receive a Colleague Referral Bonus payment.

## **What will the Colleague Referral Bonus Payment be?**

The Referral Bonus payment will be up to £200. When the referral is hired and joins, the referrer will receive a payment of £100 with their next monthly salary payment. Once the new joiner completes their probation period, a further payment of £100 will be paid to the referrer in their next month's salary. All payments will be subject to tax and NI. People can refer as many people as they like. If a candidate joins in a role, other than the one they were referred for, the referrer will still receive their payment(s). If a candidate is referred by more than one person, the Referral Bonus payment will be paid to the referrer who submitted the candidate first.

## **Who is Eligible to Participate in the Scheme?**

All employees are eligible to participate in the Scheme, except employees who are going to have a direct impact in the hiring decision or recruitment process of the person they are putting forward. The person making the referral must be employed by the employer, and not under notice, at the time a Referral Bonus payment is due to be made.

## **Who can be Referred?**

For a Referral Bonus payment to be eligible, the referral candidates must meet a few conditions:

- They must not have worked for Oak Bank School in the last 12 months, either on a permanent or temporary basis.
- They must not have been assessed or applied for a role with Oak Bank School in the last 6 months.
- The candidate must be hired as a permanent full or part-time employee (not a temp or contractor).

### **How Do I Refer Someone?**

Our process is designed to be simple, effective and transparent. You just need to email Lynette Grogan, our HR Manager, with the following details of the individual and the post that you are recommending them for:

- First name
- Surname
- Day time contact number
- Private email address (we don't like to use a work email address and potentially have them, or us, get in trouble for contacting them while they are working)

Please also confirm in the email that you have spoken to the individual and they are expecting to be contacted.

We will update you regularly on how the recruitment process for your referral is going.

### **What Type of Person are we Looking For?**

We are looking for great people just like you! We need people who are friendly, supportive and enthusiastic, with a great personality, strong work ethic, good attention to detail and, most of all, a positive 'can do' attitude. Ideally, prospective candidates will have experience of working in Special Education. Depending on the role, they might need other attributes, e.g. appropriate qualifications, qualified teacher status.

We encourage you to regularly check the vacancies/adverts on the School's website, and then consider your social networks and external networks as potential referrals.

As you know, we accommodate a mix of working patterns, and therefore, where possible, we will try to be as flexible as we can with any candidate you refer.

Finally, we'd like to remind you that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.