

SUPPORT STAFF REFERRAL POLICY

Purpose

The School will pay an introduction bonus of £1,000 to any member of staff who introduces a job candidate to any specified Support Staff vacancy**. The candidate must be subsequently employed by the School as a result of that introduction, and the bonus will be paid, provided that all the terms of this policy are satisfied.

The bonus will be paid in three instalments as follows:

1. On the new employee's first day £100
2. On successful completion of the new employee's probation period £300
3. When the new employee has completed 12 months' continuous service. £600

Total £1,000.00

Only one introduction bonus will be paid for each new employee hired. If more than one eligible employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose name is submitted first in line with the procedure.

The introduction bonus is subject to tax and national insurance deductions.

There is no limit on the number of referrals that an employee can make. However, any referral must be in connection with a specific vacancy.

** Please note that not all roles are eligible for the referral scheme bonus. All roles that are eligible will be clearly stated at advertisement. If you are under any doubt as to whether the bonus applies to a certain vacant Support Staff role, please email recruitment@stedwardsoxford.org. Whether a role will be eligible for this bonus is at the Bursar's discretion.

Terms

For a member of staff to receive the introduction bonus the following terms must be satisfied:

- The role must be a Support Staff role.
- The new employee must be recruited within one year of the date the referral application is received.
- Both the introducing employee and the new employee must be employed by the School 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/an instalment is due, the School retains full discretion not to pay the bonus.

- The new employee must not have been employed by the School within the last two years.
- The new employee must not have applied for the same job independently or been referred by another source such as a recruitment agency.
- The introducing employee must not be a recruiting manager, or any other employee involved in the relevant recruitment process.

Procedure

All roles that are eligible under the scheme will be clearly stated at advertisement on the School website. Attached to the advert will be a Support Staff Referral Scheme form (also found as APPENDIX 1 at the end of this document) which will need to be completed by the applicant and returned to the HR department (recruitment@stedwardsoxford.org). The referral form must be shared with the Recruitment team at the time of application.

Additional information

Please note: it is important that the referring employee is mentioned as such in the initial correspondence from the job applicant. No retrospective recruitment referral applications can be accepted.

The HR department will notify all referring employees/successful referring employees only of the outcome of their application.

Any referrals made prior to the publication of this policy (6th October 2022) will not be considered.

This policy does not form part of any employee's contract of employment, and it may be amended at any time.

SUPPORT STAFF REFERRAL SCHEME FORM

St Edward's operates a referral scheme for some support staff roles. All eligible roles will be clearly indicated on the job advert.

If the role you are applying for is eligible under the scheme and a current member of staff has introduced you to the role, please complete and return this form to recruitment@stedwardsoxford.org alongside your application form for the role in question.

All referrals must be shared with the Recruitment team at the time of application.

Name:

Job title of role applying for:

Name of current St Edward's employee who has referred you:

Relationship to Referrer:
