# Recruitment Policy
# 2026-2027

| Policy Information | | | |
|---|---|---|---|
| Created Date | 8th May 2026 | Reviewed By | Ms Gulnaz Reeha |
| Review Cycle | One Year | Next Review | September 2026 |
| Principal | | | |
| Vice Principal | | | |
| Author of policy's role | HR Department | | |
| Chair of Governors | Ms Gulnaz Reeha | | |

# Table of Contents


| Section | Contents | Page |
|---|---|---|
| 1 | Purpose | 3 |
| 2 | Scope | 3 |
| 3 | Staff recruitment policy | 3 |
| 3.1 | Recruitment principles | 3 |
| 3.2 | Workforce planning | 3 |
| 3.3 | Equal opportunity employment | 4 |
| 3.4 | Recruitment procedure | 4,5 |
| 3.5 | Probation period | 5 |
| 3.6 | Safeguarding and Background Checks | 6 |

## 1. PURPOSE

The purpose of this policy is to establish a comprehensive framework governing staff recruitment, professional ethics, employee conduct, safeguarding responsibilities, workplace expectations, and professional development within Happy Home English School (HHES).

This policy ensures that all employees work in accordance with UAE laws, educational regulations, institutional values, and professional standards to maintain a safe, respectful, productive, and academically effective environment.

## 2. SCOPE

**This policy applies to all:**

* Teaching staff
* Administrative staff
* School leadership
* Support staff
* Temporary employees

working under the authority of Happy Home English School.

## 3. STAFF RECRUITMENT POLICY

### 3.1 Recruitment Principles

HHES is committed to recruiting qualified, competent, ethical, and professionally suitable employees who contribute positively to the educational environment and student wellbeing.

All recruitment procedures shall be transparent, merit-based, and aligned with SPEA and UAE Labour Law requirements.

### 3.2 Workforce Planning

* Recruitment shall be conducted according to approved staffing requirements.
* The School Management and Board of Governance shall authorize all vacancies and

appointments.
* Staffing decisions shall depend on:
  * Student enrolment
  * Curriculum requirements
  * Institutional needs
  * Budgetary approval
  * SPEA staffing regulations

## 3.3 Equal Opportunity Employment

HHES shall provide equal employment opportunities without unlawful discrimination based on nationality, gender, religion, or disability in accordance with UAE laws.

### Selection shall be based on:

* Qualifications
* Professional competency
* Experience
* Skills
* Safeguarding suitability
* Performance during interviews and assessments

## 3.4 Recruitment Procedure

### Step 1: Vacancy Announcement

Vacancies may be advertised internally or externally through approved platforms, or official communication channels (Instagram or Website).

### Step 2: Submission of Documents

### Applicants must submit:

* Updated CV
* Educational certificates
* Experience certificates
* Passport copy
* Visa copy
* Emirates ID copy
* Passport-size photograph

* Police clearance certificate
* Attested qualifications

**Step 3: Screening and Shortlisting**

Applications shall be reviewed by the administration and relevant department heads.

**Step 4: Interview and Assessment**

**Candidates may undergo:**

* Formal interviews
* Demonstration lessons
* Written assessments
* Classroom observations
* Communication evaluations

**Step 5: Reference Verification**

Professional references and previous employment records may be verified before appointment.

**Step 6: Offer and Approval**

**Selected candidates shall receive:**

* Provisional offer letter
* Internal Employment contract

**Final hiring shall remain subject to:**

* SPEA approval
* UAE legal requirements
* Visa and labour approval
* Successful safeguarding checks

## 3.5 Probation Period

* Newly appointed staff shall complete a probationary period as per UAE Labour Law.
* During probation, employee performance, punctuality, professionalism, and conduct shall be monitored.
* Unsatisfactory performance may result in contract termination according to UAE Labour Law provisions.

## 3.6 Safeguarding and Background Checks

HHES maintains a zero-tolerance policy regarding safeguarding violations.

The school reserves the right to reject or terminate any employee involved in:

* Child abuse
* Harassment
* Fraud
* Criminal misconduct
* Falsification of qualifications
* Professional negligence

All employees must comply with student safeguarding procedures and child protection regulations.