



SCHOOLS HR

HELSEBY HIGH SCHOOL INTERVIEW EXPENSES POLICY

Introduction

In order to attract candidates, especially in the case of high level jobs, it is important that schools consider adopting a fair and consistent scheme for providing assistance with costs incurred by candidates for interview and new appointees.

- 1.1 For external candidates, both the payment of, and if they are to be paid, the level of interview expenses will be discretionary and dependent on the recruitment market. The decision as to whether expenses will be paid will be based on the job that is to be advertised and not on the individual circumstances of the applicant. Overnight accommodation will be arranged by the school subject to prior approval.
- 1.2 The exception to this provision is that all external candidates who are unemployed and who can satisfy the appointing **Headteacher**/manager that they are in receipt of benefits, will receive payment of interview expenses at public transport rates. In addition, candidates with a disability which prevents them from using public transport will be reimbursed reasonable expenses.
- 1.3 Internal candidates will receive interview expenses at public transport rates or car user rates, whichever is the lower.
- 1.4 The **Headteacher** may withhold payment of expenses to the successful candidate until they start work. If the candidate does not accept the job without valid reason, interview expenses will not be paid.