



PEGASUS SCHOOLS, EKET, AKWA IBOM STATE, NIGERIA

RECRUITMENT EQUALITY STATEMENT

Approved/reviewed by	
The Head of Schools	
Date of review	January 2024
Date of next review	January 2025

Introduction

Pegasus Schools welcomes diversity amongst its employees and seeks to ensure that all candidates for employment are treated fairly, and that selection is based solely on the individual's abilities and qualifications.

The recruitment process must result in the selection of the most suitable person for the job having regard to experience and qualifications where necessary. As an employer committed to the principle of equality of opportunity, the company will adhere to the following procedure for recruiting and selecting individuals for all positions:

Selection Criteria

The selection process will be carried out consistently for all jobs at all levels. Selection criteria for all positions will be clearly defined and reflected in the further particulars sent to applicants, which will also include details of the company's commitment to equality of opportunity.

Job qualifications or requirements which would have the effect of inhibiting applications from members of particular groups, such as those of one sex, persons of a particular religion, marital status or sexual orientation, persons of a particular racial group, persons within a certain age bracket or those with a disability, will not be demanded or imposed except where they are justifiable in terms of the job to be done.

Advertising

Job advertisements will be widely publicised so as to encourage applications from all suitably qualified and experienced candidates. In order to attract applications from all sections of the community, the school will endeavour to ensure that advertisements are not restricted to areas or publications which would exclude or disproportionately reduce applications from a particular gender, tribe, religion or age group and will avoid prescribing requirements as to marital status or age.

All job advertisements placed on behalf of the company will state the company's commitment to equality of opportunity. The use of this clear statement aims to promote equality and inclusion within our recruitment collateral and allows applicants to understand our core values and people philosophy. We will review the wording of adverts or the specific requirements, values and attributes of the job description and person specification to ensure that these inclusive to everyone.

Selection Methods

The selection process will be carried out consistently for all jobs at all levels. All those handling applications and conducting interviews must be aware of the principles which cover equal employment opportunities and anti-discrimination.

The selection of new employees will be based on job requirements and the individual's suitability and ability to do the job and information sought from candidates will relate only to the qualifications for or requirements of the job. To support inclusive practices, we will remove all identifying or potentially biased information from the CVs when shortlisting candidates for interview (such as name Address, Sex, Date of birth, social media etc) this information will be shared at interview only.

Interviews

The staff responsible for shortlisting, interviewing, and making or recommending an appointment will be clearly informed of the selection criteria and the need for consistency. Wherever possible, at least two people will interview applicants and all questions will relate to the selection criteria. We will aim to diversify our panel to be representative of the company and allowing prospective employees to feel represented.

No questions will be based on age, assumptions about roles in the home and the family or the assumed suitability of different ethnic groups for the post in question. Where it is necessary to assess whether personal circumstances will affect the performance of the job (for example, if the job involves irregular hours or extensive travel) this will be discussed objectively and will be asked equally of all candidates.

In the case of disabled applicants who identify themselves at the application stage, appropriate interview arrangements (such as accessible interview rooms or the sharing of questions pre interview) should be offered to enable candidates to compete on an equal basis.