



EQUAL OPPORTUNITIES STATEMENT

1. INTRODUCTION

- 1.1 The aim of the Greek Community School's Equal Opportunities Employment Policy is to ensure that no member of staff or job applicant receives less favourable treatment on the grounds of race, sex, marital status, disability, sexual orientation, age, political or religious beliefs.
- 1.2 Positive steps shall be taken to attract people with disabilities to apply for work with the Greek School of Nottingham.
- 1.3 The policy statement sets out clearly the Greek School of Nottingham's commitment and approach to equal opportunities in employment. The Greek School of Nottingham will implement the agreed procedures covering recruitment, advertising, selection and interviews set out. The Greek School of Nottingham will make this policy statement known to employees both present and prospective.
- 1.4 The Greek Community School recognises that, in order to further promote equal opportunities in employment, it is essential to counter sexism and racism in the workplace and to promote positive attitudes to people with disabilities and alternative genders.

2. MONITORING

- 2.1 Every week meetings, reporting to the Head Teacher and School Committee will promote commitment to the policy and assist in reviewing its effectiveness.

3. JOB DESCRIPTION

- 3.1 All jobs shall have job descriptions, describing the duties of the job, which shall comply with the Greek Community School.
- 3.2 Care shall be taken to ensure that no discriminatory language is used in any job descriptions.

4. PERSON SPECIFICATION

- 4.1 A person specification shall be drawn up based on the job description of each post. The specification shall provide a summary of the essential skills, abilities and experience required of the post holder. The qualities specified must not be unnecessarily restrictive or demanding. A standard specification form will be used.



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5. EDUCATION AND EXPERIENCE

- 5.1 It is essential that the staff of the Greek Community School speaks fluently the Greek language.
- 5.2 In considering experience which may be relevant to school, the Greek School of Nottingham will consider types of experience which may be relevant but may have been gained outside the confines of formal employment, e.g. experience in the voluntary/community sector or home environment.
- 5.3 Education and experience should be considered in relation to each other and neither element shall be taken in isolation. Subject to any overriding statutory requirements relevant experience may be regarded as a substitute for certain required educational qualifications.

6. ADVERTISING/SHORT LISTING/INTERVIEWS

- 6.1 The Greek Community School recognises that the wording and placing of advertisements has major implications for promoting equality of opportunity. Similarly, the importance of establishing proper procedures for short listing and interviews is recognised.