

RECRUITMENT AND SELECTION POLICY
Policy number HR2

Key Manager	HR Director
Ratified by BT	June 2018
Review Dates:	Spring 2020
Location of Policy:	Trust wide
Access to Policy:	Open
Policy Context:	This Policy applies to all staff of the Trust and to those others offered access to such resources.

Revision History

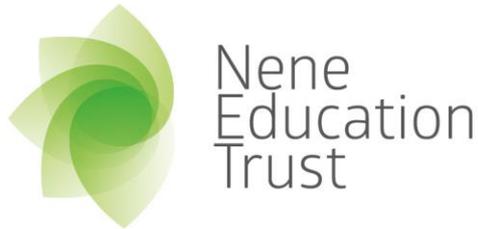
Revision Date	Description	Sections Affected	Revised By	Approved By
17/07/2018	Annual review	Whole policy and Trust references	H R Director	
Spring 2020				

1. Introduction

- 1.1. **The Nene Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2. The Nene Education Trust is committed to the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake.
- 1.3. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality and Diversity policy.
- 1.4. We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or

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political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

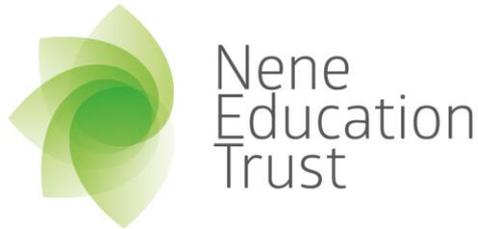
- 1.5. We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.6. We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our Job Applicants Privacy Notice provides specific details in accordance with the GDPR principles and can be found on the Nene Education Trust website and each Academy website.
- 1.7. The relevant principles described in this policy will be applied in relation to everyone who works in the Trust including: staff employed on a permanent basis, temporary and casual staff; unpaid volunteers and those engaged via external organisations such as supply agencies and self-employed persons.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1. The power to offer employment for all posts in our Academies below the level of Vice Principal is delegated to the Principal. The Principal may not delegate the offer of employment to any other senior manager or governor.
- 2.2. The Principal is expected to involve the HR Director and at least one governor (or Trustee) in the appointment of all leadership posts and support staff, grades H and above.
- 2.3. Before any action is initiated, careful consideration will be given to the necessity of filling the post, the tasks to be undertaken and the skills, attributes and behaviours required to do the job. To enable a Trust perspective, in all cases, advice and agreement should be sought from the Trust HR Director (on behalf of the CEO). Where necessary, amendments to the role and staffing structure will be approved by the HR Committee of the Board of Trustees.

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- 2.4. Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition, at least one member will have undertaken general recruitment or equalities training.
- 2.5. The CEO will lead on the appointment of a Principal, supported by the HR Director and appropriate members of the Board of Trustees and/or Local Governing Body (LGB).
- 2.6. The CEO will be responsible for the appointment of all staff to the Trust Central Team supported by the HR Director and other colleagues as appropriate.

3. Advertising

- 3.1. All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. Information for Applicants

Informal discussions and visits prior to application are welcomed by prior arrangement. All applicants for all vacant posts will be provided with:

- 4.1. A job description outlining the duties of the post and an indication of reporting relationships. A person specification may also be provided.
- 4.2. A standard application form. CVs will not be accepted.
- 4.3. An Information pack containing:
 - A description of the Academy relevant to the vacant post.
 - Reference to the School's policy on Equality and Diversity.

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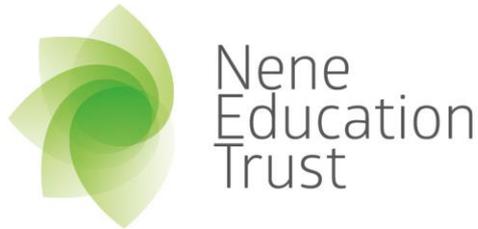
- Reference to the Child Protection/Safeguarding Policy.
- DBS and other pre-employment checks required.
- A statement that canvassing any member of staff, or member of the Governing Body/Trust Board, directly or indirectly, is prohibited and will be considered a disqualification.
- The closing date for the receipt of applications.
- An outline of the terms of employment including salary.
- Reference to the School's policy on recruitment and selection.

5. Short Listing and Reference Requests

- 5.1. The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2. The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3. Reference requests will ask the referee to confirm:
 - The referee's relationship with the candidate.
 - Details of the applicant's current post and salary.
 - Performance history and conduct.
 - All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children.
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4. References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those

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provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5. If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

6.1. The format, style and duration of the interviews are matters for the Principal (or CEO in those circumstances detailed above) to decide, seeking advice from the HR Director, if required and in those situations detailed above. The following will be adhered to:

6.1.1. Briefing:

All candidates will be given relevant information about the Academy to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2. The formal interview:

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2. The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

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7. Offer of Employment by the Selection Panel

7.1. The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8. Personnel File and Single Central Record

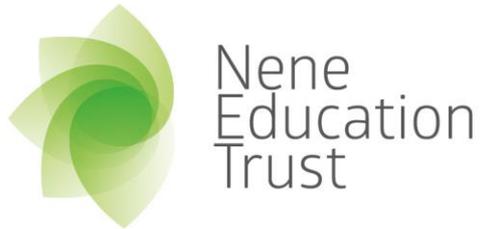
8.1. Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the Academy including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Offer of employment letter and signed contract of employment
- Evidence of prohibition from teaching check (Teachers' only)
- Evidence of Completion of Statutory Induction (Teachers only where applicable)
- Evidence of s128 directions check (only where applicable)
- Disqualification risk assessment form and any disqualification waiver documentation (where applicable)

8.2. Each Academy will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

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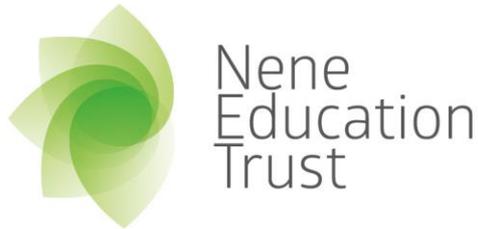
8.3. Relevant evidence of pre-employment checks will be retained on volunteers and other workers as required by Statutory Guidance (Keeping Children Safe in Education).

9. Start of Employment and Induction

- 9.1. The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.
- 9.2. All new employees will be provided with an induction programme which will cover all relevant matters of Academy and Trust policy but in particular safeguarding and promoting the welfare of children.

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10. Agency Staff

10.1 External bodies will be required to provide written confirmation that relevant safer recruitment and other relevant pre-employment checks have been undertaken. The HR Officer/Administrator overseeing the recruitment process shall ensure these checks are satisfactory before offering a position and this information will be recorded on the Single Central Record.

11. Volunteers

- 11.1 The Trust values the contribution that volunteers make to its community and recognises the positive impact they can have on students' learning, experiences and wellbeing.
- 11.2 Volunteers will be asked to complete a basic application form to provide the information necessary to undertake safeguarding checks and details on the skills and experience the volunteers can bring to maximise their contribution to the Trust.
- 11.3 Volunteers will be asked to have a discussion with an appropriate leader or other manager prior to commencing their role. This will not be a formal interview but will be an opportunity to discuss the opportunity and ask volunteers for the factual information needed to make a successful placement including any safeguard checks.
- 11.4 It is acknowledged that by its very nature, volunteering does not place the same obligations on an individual in terms of attendance etc. as a paid employee.

This policy was updated May 2018. It is non-contractual and will be reviewed by the HR Director in 12 months' time and thereafter **every 2 years** and approved by the HR Committee of the Board of Trustees.

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