

Policy title	Recruitment and Selection Statement
Agreed by PAP Committee on (date)	25 th September 2019
Signed by (Chair of Trust/committee)	
Date reviewed	25 th September 2019
To be reviewed date	September 2023

Version and Date		Action/Notes
1.0	Sept 2019	

Recruitment and Selection Statement

Contents

1. Recruitment Statement
2. Scope
3. Aim
4. Purpose
5. Advertising and selection process guidelines
6. The Employment Contract

1. Recruitment Statement

The Trust is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient, and effective and promotes recruitment of the highest quality staff and equality of opportunity.

The Trust is committed to equality, valuing diversity and working inclusively across all our activities and aims to have a workforce that represents a variety of backgrounds and cultures.

Recruitment should be treated as a key public relations exercise as the way it is managed affects the Trust's image, and consequently its ability to attract and appoint high calibre staff in its academies.

The recruitment strategy has been designed to provide a flexible framework which promotes good practice and supports fully the Trust's strategic aims.

Guidelines which form the basis for the implementation of this have been designed to maximise flexibility to meet the needs of all the Trust's Academies while still ensuring that the Trust complies with relevant legislation including the safer recruitment guidelines.

2. Scope

This policy applies to the recruitment and selection of all staff to the Trust or any of its Academies; paid staff, volunteers, agency staff and students.

All employees involved at any stage of the recruitment and selection of staff **must** be aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy. The appointing manager is responsible for providing such external parties with this policy prior to their involvement in the recruitment process.

3. Aim

We aim to have a workforce that can provide the relevant knowledge, abilities and skills for our organisation.

4. The purpose of this is :

- To recruit and select the best possible people available to join our workforce;

- To take all reasonable steps to prevent unsuitable people from joining our organisation;
- To safeguard the children and young people in our Academies;
- To recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination;
- To ensure that recruitment and selection processes are consistent and transparent;
- To do all we can to achieve and maintain a diverse workforce;
- To ensure candidates are judged to be competent before we make them an offer of a job;
- To ensure that new members of staff are given a proper induction and ongoing support and supervision;

5. Advertising and selection process guidelines

As a minimum all vacancies will normally be advertised across the Trust. This will help maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.

In extenuating circumstances and to maximise value for money, based on previous recruitment experiences, the CEO/Head of School, may waive the need to advertise. This is likely to include the following circumstances:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, including the termination of fixed term contracts or following a restructuring exercise
- Positions requiring specialised expertise or are hard to fill positions
- Where the CEO can demonstrate that a comprehensive search has been conducted and the nominated individual is the most suitable person for the position.

Positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local, national publications and web sites and should adhere to the Trust's visual identity. Internal advertisements should appear for a minimum of 7 days and external advertisements should appear for a minimum of 7 days.

Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role.

All advertisements must include a short statement on safeguarding checks and equal opportunities. The Academy may use an agency or external consultancy to assist in recruiting staff where the vacancy is hard to fill.

The selection process should be:

- Transparent;
- Timely and cost effective;
- Equitable;
- Free from conflict of interest.

All recruitment will be based on agreed written job descriptions and person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed written selection criteria, based on relevant knowledge, skills, competencies, experience and. qualifications to perform the role as outlined in the person specification. All decisions must be recorded.

6.The Employment Contract

At the end of the recruitment process all records must be retained in accordance with the Records Management and Retention and Disposal Policy

<https://www.gov.uk/government/publications/hmrc-records-management-and-retention-and-disposal-policy/records-management-and-retention-and-disposal-policy>).

Offers of employment are conducted in line with the Safer Recruitment guidelines and conditional upon receipt of two satisfactory references (one of which must be the current or most recent employer), proof of identity, medical assessment, proof of qualifications, evidence of right to work in the UK and all safeguarding checks including an enhanced Disclosure and Barring Service (DBS) check.