

# Recruitment Policy

<b>Document Title:</b>	Recruitment Policy
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<b>Chair of People &amp; Culture Committee:</b>	Samantha Roberts
<b>Chief Executive Officer:</b>	Claire Lowe
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This policy is prescribed by Inspire Learning Partnership and is statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

## 1. Purpose

- 1.1 The purpose of this policy is to define the Trust's strategic approach to recruitment and selection activity and to establish a consistent framework for the application of these activities.
- 1.2 The Trust recognises that safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The Trust is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of this policy are to:
  - Attract and appoint the highest calibre of applicants;
  - Ensure safe and equitable recruitment and selection is conducted at all times;

- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people.

1.3 This document is available to all members of school staff and to any prospective applicant. The Trust welcomes any comments or contributions to this policy.

## **2. Legal context**

2.1 The Board of Trustees recognises that recruitment and selection is governed by many statutory provisions, too numerous to list separately, and is committed to ensuring that all legislative requirements are met in the application of this policy. However, particular reference is made to Part 3 of [Keeping Children Safe in Education](#).

2.2 This policy does not form part of any employee's contractual terms and conditions and any links within this document to other documents are for ease of use and do not form part of this policy.

## **3. Delegation of authority**

3.1 The delegation of authority for the appointment of pre-authorised positions, is defined in Appendix 1 HR Levels of Authority. Where a panel is convened, it will be ensured that members of the panel have knowledge and understanding of the Trust/school's needs, the appropriate experience and training in recruitment and selection, including safer recruitment training, as well as the confidence in carrying out the process effectively.

3.2 If required, the selection of an appropriate selection panel is a matter that should be considered carefully. Unless statutory legislation has been contravened, the Board of Trustees will normally endorse the recommendation for appointment made by the selection panel for the CEO, Director of Finance, Director of Education and Executive Principal/Principal/Head of School positions.

3.3 In respect of all other positions, after pre-authorisation for the post has been given by the appropriate person/s, the Trust Board has delegated responsibility and authority to appoint to the Principal.

## **4. Equal opportunities**

4.1 The Trust is committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process. Shortlisting, interviewing and selection will always be carried out without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, political affiliation or trade union membership.

4.2 All disabled applicants who indicate that they consider themselves to have a disability on their application form and who meet the minimum criteria for the role will be guaranteed an interview.

4.3 Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of their disability.

4.4 Recruitment and selection activities will be undertaken in line with the principles of the Trust's equalities policy.

## **5. Vacancy determination and initiating recruitment activity**

5.1 All posts must be recruited in accordance with the processes as detailed within the appendices of this policy.

5.2 All posts will be reviewed before initiating any recruitment activity. This will be done in accordance with the current needs of the Trust (and where applicable, school), including the pay range, job description/person specification and the key tasks that will need to be addressed, having regard to school improvement. Form [ILPO1](#) must be completed prior to commencing any recruitment process. No recruitment can take place until approval has been given by the Director of Finance. All core job descriptions and person specifications will be reviewed annually.

5.3 Where there is a need or desire to create a new position which is in addition to the agreed staffing structure of the school, the person recruiting will need approval for the position from the Director of Finance and others (e.g. CEO) as appropriate. Recruitment activity can only commence once/if approval is given.

5.4 Where it is decided that the school requires the engagement of a casual worker, the Casual Worker Policy will be followed.

## **6. Planning for recruitment**

6.1 Prior to recruitment the recruiter will ensure that the job description and person specification are an accurate reflection of the role to be filled.

6.2 The recruiter will recommend as to whether a role is to be filled on a permanent, fixed-term, temporary or any other basis. The decision will be made by the Director of Finance and with others as applicable. Please see the pre-recruitment form for details.

## **7. Advertising vacancies**

7.1 It will be normal practice for all vacancies to be advertised unless there is a good reason not to do so. Advertisement may be either internally (for example on school notice boards or on the Trust and/or school website or marked as 'only for internal applicants' on My New Term) or externally (such as via the My New Term, DfE Teaching Vacancies and Hampshire Education Jobs Website), depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market. When advertising externally, the school will ensure that school staff are aware, to allow current members of staff to apply, should they wish to do so. The Trust currently utilises, 'My New Term' as the platform for the advertisement and recruitment process.

- 7.2 Principal vacancies will be advertised unless there is good reason not to do so. Where there is a determination not to advertise, the reason will need to be recorded. The vacancy will be advertised in such a manner considered appropriate taking into consideration the best way of reaching the target audience and the level of exposure the advertisement will receive.
- 7.3 Advertisements will include the Trust's safeguarding statement, highlighting our commitment to child safeguarding in an effort to deter any unsuitable candidates, an equal opportunities statement and whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 (as amended); see the Trust's Recruitment of Ex-Offenders Policy for further information. Other necessary information needed to attract suitable candidates to the post and to the school or Trust will also be included, including the safeguarding requirements and responsibilities of the role.

## **8 The Application Process**

- 8.1 For all posts, application packs will be sent or made available electronically via My New Term. The advertisement/application pack will generally consist of:
- a job description and person specification
  - completion of an application form via the My New Term platform. The form states that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity (where the role involves this type of regulated activity). The Trust page contains all current policies in relation to safer recruitment, including child protection and safeguarding policy and our policy on the recruitment of ex-offenders.
  - a statement of terms and conditions relating to the post (Hours, salary etc.)
  - information about the recruitment process (interview dates etc.)
  - any other relevant information regarding the post, school and Trust
- 8.2 Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application, and this has been agreed by the selection panel. The Trust reserves the right to interview exceptional candidates before the closing date.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability. CVs will never be accepted as an alternative to a completed Trust application form, ideally through My New Term

## **9. Shortlisting and selection processes**

- 9.1 The Trust recognises that it is a legislative requirement (School Staffing (England) Regulations 2009) that at least one member of a selection panel must have completed safer recruitment training. A selection panel will not be convened without at least one panel member having been appropriately trained in safer recruitment.
- 9.2 The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness and will involve at least two people.
- 9.3 During the shortlisting process all applications will be assessed equally against the same criteria, without exception or variation. All applications will be carefully scrutinised, with particular care paid to any gaps in employment; repeated and/or regular/frequent changes in employment; and anomalies or discrepancies or

inconsistencies in information contained within the form. Any such concerns will be taken up with the candidate at interview and will be satisfactorily resolved before any firm offer of employment is made.

- 9.4 Once we have shortlisted candidates, we will ask shortlisted candidates to complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so they have the opportunity to share relevant information and discuss it at the interview stage. They are asked to sign this form as a true and accurate record.
- 9.5 The Trust reserves the right to carry out an online search on shortlisted candidates. We consider the lawful basis of this to be a public task. This is because we are processing the data in order to fulfil our safeguarding and safer recruitment duties; we consider appointing staff who are suitable to work with children and young people to be in the public interest.

In addition to a Google search that includes the first page of results in relation to the candidate's name (and links to current and previous employment), public social media profiles may also be considered. Candidates will be invited to provide their respective platforms and handles with their application. The person who undertakes the search will not form part of the recruitment panel and a record of the search will be retained using template form [ILP05b](#).

As part of the recruitment process, the Trust will only consider information that suggests a candidate may:

- Be unqualified for the role
- Pose a potential safeguarding risk
- Risk damaging the reputation of the Trust or one of our schools

Any concerns on issues or incidents that arise from an online check, will be discussed with the applicant.

- 9.6 References will be requested and reviewed prior to interview wherever possible, to enable the panel to compare the information received against the candidate's application form and their answers at interview, as well as allowing for any discrepancies or concerns to be explored at interview. References requested at this stage of the process will exclude requests for health information. When seeking references, we will:
- Not accept open references
  - Liaise directly with referees and seek to verify and information contained within the references with referees
  - Ensure any references are from the candidate's current employer and have been completed by an appropriate person. Details to help applicants will be stated on the application form.

- 9.7 The selection process for shortlisted candidates will, as a minimum, consist of a face to face selection interview with an interview panel, with other selection activities (such as classroom observation, group activities, written work) determined by the nature and duties of the post. When interviewing candidates, we will:
- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask the candidate to explain this
  - Explore any potential areas of concern to determine the candidate's suitability to work with children.

## **10. Outcome of selection processes**

- 10.1 A selection decision will be made based on a fair and thorough assessment of the skills and abilities demonstrated by all the candidates against the requirements of the person specification/job description during the selection process.
- 10.2 Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks (in line with section 11).
- 10.3 For all appointments, the power to appoint is in accordance with the delegation of authority detailed in Appendix 1, the HR Levels of Authority.

## **11. Pre-employment vetting checks**

- 11.1 The Trust recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the single central record in preparation for the new applicant's first day in post.
- 11.2 Invitations for interview will stress that the successful candidate will be subject to identity checks, qualification, right to work in the UK and other safeguarding checks e.g. lived/worked overseas, prohibition from teaching and enhanced DBS, Children's Barred List as applicable to their status and role and online searches. Candidates taking up a management position, will also be subject to a prohibition from management (Section 128) direction check, made by the secretary of state. Candidates will be requested to bring with them documentation to verify their identity i.e. passport, driving licence, birth certificate etc. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored. Other checks will be undertaken to assess the candidate's mental and physical fitness to carry out their work and responsibilities.
- 11.3 For those roles where a person could be working with or managing children in the Early Years (up to the end of Reception) or up to the age of 8 (in the provision of extended care), we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. All applicable candidates will be asked to complete form [LP11](#), which gives further details of that which falls inside the scope of the declaration.

- 11.4 The Trust will act reasonably in making decisions about the suitability of prospective employees based on checks and evidence, which may include the following where appropriate: DBS checks, barred list checks, prohibition checks, right to work and identity checks, together with health declaration, references, application forms, interview information and checks of relevant academic and professional qualifications.
- 11.5 The Trust will assess all information gathered from pre-employment checks as the information is received, in accordance with the Fitness and Suitability for Work Policy. Any unsatisfactory pre-employment checks may lead to the consideration of withdrawal of a conditional offer of employment. Where consideration is being given to withdrawing an offer on the basis of pre-employment checks, advice will be sought from HR and where applicable, the Trust DSL and LADO.
- 11.6 The candidate will not normally commence employment until all relevant pre-employment checks have been completed and must not start until at least the candidate's identity and right to work in the UK have been established. In exceptional circumstances, the recruiter may determine to allow an individual to commence employment in regulated activity prior to the receipt of an enhanced DBS check. In these circumstances, all other checks, including a separate barred list check where appropriate, must have been completed and he or she will not be left to work unsupervised. A risk assessment will also be carried out to determine whether other safeguarding measures may need to be put in place.
- 11.7 For volunteers (including those involved in governance), the Trust/school will undertake comparable appropriate safer recruitment checks, in line with the role they will be undertaking. All those involved in governance will be subject to an enhanced DBS check and Section 128 check. The Chair of Trustees will have their DBS check countersigned by the secretary of state. We will never leave an unchecked volunteer unsupervised or allow them to work in regulated activity.
- 11.8 Individuals who have lived or worked outside of the UK for six months or more in the last 10 years, will be subject to the same pre-employment checks as all other staff. In addition, further appropriate checks, such as an overseas police check, will be made as stated on the Trust application form (and within the Trust single central record guidance), in order to sufficiently establish the individual's suitability to be appointed.
- 11.9 For individuals who work at the Trust or a school via an employment agency or contractor, the Trust/school will obtain [written notification from the agency](#) that the necessary checks that the Trust/school would normally otherwise perform have been carried out, prior to engaging the individual. The Trust/school will also check that the individual arriving at the school for work is the same person on whom the checks have been made.

- 11.10 For trainee/student teachers who are salaried by the school, the school will ensure that all necessary checks are carried out. For other trainee/student teachers (e.g. fee funded), it is the responsibility of the initial teacher training provider to carry out the necessary checks and for the school to ensure that [such checks have been undertaken](#) prior to deployment within the school.
- 11.11 Where a school places a pupil with an alternative provision provider, we obtain [written confirmation](#) from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform in addition to undertaking our [own pre-commissioning checks](#).
- 11.12 In certain circumstances, the Trust reserves the right to undertake relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:
- There are concerns about an existing member of staff's suitability to work with children; or
  - The individual moves from a post that is not in regulated activity, to one that is; or
  - There has been a break in service of 12 weeks or more.

## **12. Offers of employment**

- 12.1 Offers made prior to satisfactory completion of pre-employment checks must be made on a conditional basis. Conditional offers of employment must only be confirmed once all pre-employment checks have been satisfactorily completed.
- 12.2 The statement of employment particulars (contract of employment) will be received by the employee on or before the first day of their employment and therefore pre-employment checks are required to be satisfactorily completed before they begin employment. Where such checks are not completed within this timeframe, and the withdrawal of a conditional offer of employment is being considered, the Fitness and Suitability for Work policy will be followed.

## **13. Retention of recruitment records**

- 13.1 For unsuccessful applicants, all paperwork gathered as part of a recruitment exercise will be kept confidentially and securely in accordance with the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA), for a period of 6 months after the interview date to ensure that if there are any claims raised, the school is able to rely on its records to justify its judgment and decision. After this period these records will be confidentially disposed of.
- 13.2 For staff appointed to work at the Trust, information gathered during the recruitment process will be used to form part of the employee's personnel file and, where applicable, will be mandatorily recorded on the school's single central record. Personnel files will be retained for 6 years post-employment unless there is a substantiated safeguarding concern. In this instance, information will be retained for 10 years or until the person is of pensionable age, whichever is longest.



## Appendix 1

### HR LEVELS OF AUTHORITY – See Scheme of Delegation

<b>APPOINTMENTS</b>	
<b>All appointment panels must contain at least one member who has undertaken Safer Recruitment Training within the previous three years. The CEO may nominate an alternative representative if they are unavailable to make up a panel.</b>	
CEO	Trust Board (minimum of 3 Trustees, with non-voting co-optees as required)
Director of Finance/Directors of Education	Trust Board (minimum of 2 Trustees), CEO
Executive Principal/Principal/Head of School	Trust Board (minimum of 2 Trustees), CEO
Other central team positions	CEO, Director of Primary or Director of Finance and at least one Trustee.
Associate Principal	CEO or Director of Primary, 2 Trustees
Vice-Principal	Director of Primary, Principal and Chair of Academy Council
Assistant Principal	Director of Primary, Principal and one other as determined by the Principal
TLR posts	Principal, Head of School / Vice Principal/Assistant Principal and a member of Academy Council.
All other teaching posts	Principal, Head of School/Vice Principal/Assistant Principal and a member of the Academy Council.
All support staff posts	Principal and TLR Post holder.

## Appendix 2



# RECRUITMENT PROCESS

## SCHOOL TO IDENTIFY VACANCY

Principal and recruiter to complete and submit the pre-recruitment form to [Phil.Andrews@ILPartnership.org](mailto:Phil.Andrews@ILPartnership.org).  
Please note: If this is a new post Phil will forward to the CEO for consideration.



## TRUST TO CONSIDER REQUEST FOR RECRUITMENT

- Principal/Recruiter will be informed of the outcome by HR within 4 working days (term-time only).
- If this role is approved, then HR will set up a folder for the role where all documentation relevant to the role must be stored – this folder can be found in **Recruitment Teams**.
- HR to upload **signed** pre-recruitment form to relevant job role under **1. Advertise**



## HR TO CREATE JOB APPLICATION PACK

HR will set up advert on **MyNewTerm** and also amend the advert for the role along with the job description and person specification. HR will liaise with the Principal/Recruiter in cases where a bespoke role or approach to a standard role is required to review the job description and person specification as required.



## APPROVAL OF ADVERT

Principal/Recruiter to approve advert.



## TRUST TO ADVERTISE

Advertise on **MyNewTerm**, (Hantsweb, DfE, LinkedIn) and Trust social media. Ensure that vacancy has gone live on Trust and school websites through live feed.  
Email School Admin Officers the link from **MyNewTerm** to advertise.



## SCHOOL TO ADVERTISE

Own social media



### AFTER ADVERT CLOSING DATE

HR to add applications form (anonymised) into **Recruitment Teams** under your school in **2. Applications for Shortlisting**:



### SHORTLISTING

Principals to review candidates in the **2. Applications for Shortlisting** after closing date using the shortlisting sheet and recording any queries to ask candidates. Inform Trust HR once shortlisting is completed.



### HR TO EMAIL THOSE SHORTLISTED

HR to use **MyNewTerm** to contact shortlisted candidates with interview details via **MyNewTerm** and also contact those unsuccessful through **MyNewTerm**.



### HR PREPARE FOR INTERVIEW

**Once candidates have confirmed their attendance via MyNewTerm:**

- Send out references prior to interview **if you have permission** from applicant using **MyNewTerm**
- Add the references to each candidate file on completion.
- Add Criminal Declaration Information



### SCHOOL PREPARING FOR INTERVIEW

- Ensure somebody **not** on the panel undertakes the [Online Searches \(ILP05b\)](#) and add to candidate file
- Make full arrangements for the interview day.

Please use the supplied forms:

- [Interview Planning and Assessment Pro-Forma \(ILP07a\)](#)
- [Candidate Assessment Matrix \(ILP07b\)](#)
- Post Interview Decision Matrix (**ILP07c**)
- Interview Questions and Decision Forms



### DAY OF INTERVIEW

During the interview process add information to each candidates' files

- Right to Work Documentation (signed and dated)
- Identity documentation (signed and dated) – Passport, Driving License, Birth Certificate and any changes of names since birth proof.
- Overseas checks, and if relevant proof of checks and certification
- Qualifications
- Interview Notes

The following should already be in the folder:

- Application Form – full details (not anonymised)
- Online Searches Form



### SCHOOL SUCCESSFUL CANDIDATE

- School to contact and offer the successful applicant the role. School also contact unsuccessful candidates
- Complete the New Appointment Form and send to HR
- Confirm with HR if no candidate was recruited



### TRUST TO COMPLETE SAFER RECRUITMENT CHECKS

HR to process conditional offer documents within 48hrs of receiving the successful candidate's paperwork and place in **HR Docs Teams**. Send to candidate:

- [DBS Application Link and guidance– by email \(ILP09\)](#) and [DBS Applicant Consent Form \(ILP09\)](#)
- Occupational Health Link from the [Portal](#) – by email
- Send by email, conditional offer and recruitment forms:
  - [Conditional Offer Letter Support Staff \(ILP10\)](#) or [Conditional Offer Letter Teaching Staff \(ILP10\)](#)
  - [Childcare Disqualification Declaration Form \(ILP11\)](#)
  - [Employee Personal Details and Consent Form \(ILP12\)](#)
  - [HMRC Starter Checklist \(ILP13\)](#)
  - [Staff Photo Consent Form](#)
  - Request a photo of the candidate
- Confirmation of Start Date given on receipt of:
  - Occupational Health approval – [fit to work](#)
  - Enhanced DBS approval – [Post-DBS risk assessment](#) for any employee with convictions declared **must also be completed. If a Childrens Barred List required please go to DfE website.**
  - Right to Work evidenced
  - 2x Non-Family References from two different sources. One needs to be from last employer.
  - Telephone Checks completed where possible ([ILP16 Post Interview Telephone Request](#))
  - Teachers, those who have been teachers and then those in teaching work - DfE Teacher's record - Check, QTS, teaching sanctions or failed induction and probation
  - Prohibition from Management (Section 128)
  - Overseas Checks completed
  - Childcare Disqualification Form received
  - **Employee Personal Details and Consent Form**
  - **HMRC Starter Checklist**
  - Candidate needs to have brought in DBS for staff to see sight of and record on SCR.
  - Photo needs to be taken of candidate and sent to HR for ID card

**On receipt of above send email to the Person Recruiting to confirm candidate is ready to start. There must be exceptional circumstances for someone to start prior to all Pre-Employment Checks being made. A standalone barred list check and [Pre-DBS risk assessment](#) must be taken prior to starting.**



### SCHOOL TO CONFIRM START DATE

Principal to confirm Start Date



### SCHOOL PRIOR TO STARTING

- See sight of DBS Documentation and add to their SCR
- Staff Handbook Issued

## TRUST TO COMPLETE RECRUITMENT PROCESS

### Once Start Date confirmed:

HR will then complete the following:

- Send unconditional offer confirmation letter and contract with start date included.
- Set up Arbor record.
- Set up Blue Sky Performance Management Record
- Set up National College and allocate new staff member the Induction training
- Set up online Personnel File.
- Set up Paper Personnel File ready to store all paperwork (if required).
- Add the successful candidate to the Single Central Record.
- Complete IT Starter Form
- Enter the following completed information on payroll:
  - New Appointment Form
  - Offer Letter, Contract
  - P45/P60
  - HMRC Starter Checklist



## TRUST PRIOR TO STARTING

HR to:

- Finalise personnel folder and send to the relevant School
- Diarise date to delete all unsuccessful candidates 6 months after interview date



## TRUST TO SEND OUT INFORMATION ONE WEEK BEFORE START DATE:

Letter from CEO sent, to include:

- Trust Welcome Pack
- Staff Badge



## SCHOOL/TRUST INDUCTION (One Month-Six Week Process)

First day of employment devoted to induction and **not** normal job duties.

Ensure both contract and job description have been signed and returned

Please use the [Trust safeguarding induction](#)

- [Safeguarding Induction](#) on day one
- Policies and Procedures can be found on the Staff Intranet.
- School responsible for the welcome, about the school, employee development
- Trust responsible for the Welcome to the Trust and conditions of employment

Ensure the School/Trust flag on their systems the end of the induction process (one month) to ensure the Induction Process is signed off for the member of staff.



## TRUST TO SEND OUT INFORMATION PRIOR TO PAYROLL:

- Give new starters information about accessing payslips after payroll complete
- Give new starters Pension Login details to sign up to the pension.



# Safer Recruitment Process and Checklist

Templates can be found in the **Recruitment Teams** under **General Folder**:

- [Job Description Templates](#)
- [New Role Folder Template](#) (HR use)
- [Recruitment Form Templates](#)
- [Calculate Hours, Pay, Paid Weeks and Aggregated Leave](#)

**Please note that most forms within this folder have recently been updated. You must not recycle old forms and documents that you may have downloaded.**

If you have any queries, please contact: [HR@ilpartnership.org](mailto:HR@ilpartnership.org)

## Uploading Candidate information for your School Job Role

HR will setup the job folder under your school – It is set up as below:

Please update all paperwork relating to the job role here so that we can share the information easily and also remove the need for paperwork

### 1. Advertise Folder

All information for the advert should be placed here:

- HR will put the Job Advert into the folder, ready for the Principal to personalise the 'about the role' section of the advert
- HR will add job description and person specification (from general folder – job description templates) for the Principal to amend.
- HR will create a job application pack for teaching, administration and Central Team roles for the Principal to amend and approve.
- Principal to amend and approve – ensure they personalise letter to applicant, or create one if there is no application pack
- HR to upload the **signed** pre-recruitment form

### 2. Applications for Shortlisting

All application forms will be saved here and shared with the shortlisting panel when the time comes.

Please use [ILP02b Safer Recruitment Checklist for Shortlisting](#), [ILP03 - Shortlisting Proforma](#) and [ILP04 - Safer Recruitment Queries for Interviews](#).

### 3. Candidates invited to Interview and their paperwork

Once the shortlisting process has happened. HR will move all relevant paper to **3.**

#### **Candidates Invited to Interview and their Paperwork:**

All shortlisted candidates will have a folder setup for them which initially includes their application form.

- Candidates will be informed by email through MyNewTerm that they have been shortlisted for interview using the **Shortlisted Email Template**.
- Candidates will be invited through MyNewTerm to attend an interview using the **On-Site Interviewing Template** (For other templates please visit MyNewTerm).

Attached to the email will be:

- [ILP05 - Pre-Interview Checklist for Candidates](#)
- [ILP05 - Right to Work Checklist](#)
- [ILP05c – Online Searches form for candidates to complete](#)

#### **Please check**

- Have they lived or worked overseas in the past 10 years for +6 months?. If they have please ask them to bring in the overseas police certificates from the country/countries they have worked in. See [DFE](#) for more information.

#### **Unsuccessful Candidates**

- Candidates that are unsuccessful will be informed by email through MyNewTerm using the **Unsuccessful Email Template**.

### **Interview Process**

Candidates will need to confirm their attendance for the interview. Once they have done this they will need to complete the following on MyNewTerm:

- Criminal Convictions Declaration and Invite to Interview Checklist – HR to add to the candidates file in **3. Candidates Invited to Interview and their Paperwork**
- Online Searches form for candidates to complete – HR to add to the candidate file in **3. Candidates Invited to Interview and their Paperwork**

Once the candidate has confirmed their attendance for the interview HR can send out references prior to interview **if they have permission** from applicant. HR will use MyNewTerm for this process. And will check:

- Reference is from most recent employer and if from a school the Headteacher
- If they have had any experience working with children and have not worked in a school prior that they provide this as their second referee using the most recent place.

### **Office Team Responsibilities**

Please note: Office staff must undertake Undertakes the ILP05b – Online Searches on [ILP05b - Online Searches for Shortlisted Candidates](#). Ensure the person making these checks are **not** on the panel.

For the interview process Interview templates can be found in **3. Candidates Invited to Interview and their Paperwork** in the folder **Interview Paperwork** :

- [ILP02a Safe Recruitment Checklist for Principals](#)
- [ILP04. Safer Recruitment Queries to candidate at Interview](#)
- [ILP07a - Interview Planning and Assessment form](#)
- [ILP07b – Candidate Assessment Matrix](#)
- [ILP07c – Post Interview Decision Matrix](#)

After the interview process please ensure that the following is added to each candidates file in **3. Candidates Invited to Interview and their Paperwork**:

- Qualifications – check match the person spec and what has been put on application form

- Please check Right to Work and Identity Documentation. Ensure the name, address and they themselves match the documentation provided.
- Add Right to Work and Identity Documentation for DBS – signed and dated
- Add Overseas Check Information provided

Also, to be added

- Interview Notes
- References (should be obtained prior to interview and already on file, if not chase and ensure Principals see)
- On-line searches should already be in file
- Application Form should already be in file

#### **4. Successful Candidate**

Please move the successful candidate to the folder 4 – Successful Candidate.

Please add and check the following is there:

- [Completed the ILP08 New Appointment Form](#)
- Application form
- Qualifications
- 2 x references
- Identity and Right to Work Documentation
- Disclosure of Criminal Convictions Form
- Overseas checks, and if relevant proof of checks and certification
- Online Searches Form
- Interviewer Notes

#### **Additionally:**

#### **Office Staff Responsibility**

Once the DBS is through the applicant must bring their original certificate to be checked by the School. School must the update the SCR to confirm they have seen sight of the DBS certificated. Record the date of the certificate and the date the certificate was seen.

#### **HR will**

Ensure a photo has been taken and has been sent to HR

Issue Trust Handbook etc.

Allocate training for staff on National College using the Induction dependant on the time of year

#### **Principal and their School will:**

Induction – the [Trust safeguarding induction must be undertaken on Day 1 by the lead DSL](#)

**This is the admin teams responsibility**



**Finally:**

***Ensure all unsuccessful candidates paperwork is shredded once it has been uploaded into the recruitment folder***

**Shortlisted** - Put/Leave - application form, Qualifications, references, Identity and Right to Work Documentation, DBS identity, Criminal Convictions Disclosure Form, Online Searches Form, Add Interviewer Notes and additional interview questions in **3**.

**Candidates invited to interview and their paperwork**

**Not shortlisted** – Put/Leave application form in – **2. Applications for Shortlisting**