

Amadeus Primary Academies Trust RECRUITMENT POLICY

Date: September 2024	Review: September 2026
Date of approval: Autumn 2024	By whom: Trust Board
Status: Non-Statutory	Leadership Lead: S Bridges

This policy will be used across each Academy within Amadeus Primary Academies Trust for recruitment.

Introduction

The Amadeus Primary Academies Trust (Trust) recognises that its employees are its single most important resource. Therefore, recruitment is a management activity of major importance. Recruitment is not an isolated task but rather the beginning of the employment relationship.

The Trust's recruitment and selection processes are based on:

- the ability of the candidate to undertake the specific role
- the ability of the candidate to contribute to the life of the Trust and the Academy they are recruited to
- the candidate's potential for development

The Trust will at all times use the recruitment and selection process to:

- attract and retain the highest calibre of staff
- ensure the highest possible quality of teaching and support for all students
- Be competitive with other organisations especially in the areas and categories where recruitment is particularly difficult
- promote the Trust as an employer of choice
- address any equal opportunities issues such as under representation of a particular group of candidates

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows the guidance set out in Keeping Children Safe in Education 2024, and reviews this policy on an annual basis to ensure safer recruitment practices are always updated. A strategic and fair approach to recruitment processes ensures that we attract, appoint and retain staff who possess the necessary skills and attributes to fulfil our strategic aims of achieving high standards of learning for all students and support of our values.

The Trust recognises its responsibilities to provide job opportunities to internal and external candidates on a fair, consistent, and equitable basis. All appointments to the Trust will be made on merit, and the appointments process is

designed to ensure that the best person for the job is recruited. Through the recruitment and selection process, all staff involved must strictly comply with the Trust's Equality and Diversity Policy.

The recruiting manager must ensure that all employees involved in recruitment and selection are made aware of their responsibilities to ensure its proper implementation. Implementation of this Policy and Procedure is a key element in achieving a consistent and effective approach to recruitment and selection across the Trust.

Professional advice and support are available at all stages of this process from the Trust HR Team.

This policy applies to recruitment and selection of all staff within the Trust whether centrally employed or in one of its Academies.

All employees involved in any stage of the recruitment and selection of staff should be aware of, and adhere to the contents of this policy. Any external consultants, recruitment agencies or external experts who assist in the recruitment and selection of staff must act in accordance with this policy. The recruiting or appointing manager is responsible for ensuring that such external parties are provided with a copy of this policy prior to their involvement in the recruitment and selection process.

Aims

- To ensure that recruitment processes are robust, fair, fit for purpose and can stand up to scrutiny
- To ensure that the best person is recruited for each vacancy/opportunity
- To ensure compliance with relevant legislation including the Equality Act 2010, Data Protection Act 2018 and relevant UK Immigration legislation
- To effectively promote the ethos and values of the Trust
- To meet the strategic aims of the Trust
- To ensure that children and young people in our academies are safeguarded

General Principles

All employees involved in the recruitment and selection of staff, and chairs of selection panels, should be aware of their responsibilities under the relevant employment legislation. At least one member of the recruitment panel should have the relevant and valid safeguarding training for safer recruitment.

If a member of staff involved in the recruitment and selection process has a close personal or familial relationship with an applicant, they must declare this as soon as they are aware of the candidate's application. It would normally be appropriate for the member of staff to have no further involvement in the recruitment process.

Documentation relating to applicants should be treated in the strictest confidence and in accordance with the requirements of the Data Protection Act 2018. Under this legislation applicants will have the right to request feedback, and to access any documentation held on them in relation to the recruitment and selection process.

The Recruitment Policy and Procedure takes full account of relevant legislative and best practice principles, and will be periodically reviewed in line with changes in employment legislation.

Employee Responsibilities

- Engage with the recruitment process when requested

- Be part of the recruitment day where necessary including observations, meet and greets, or tours of the Academy
- Recommend or publicise vacancies to their network to ensure the Trust are widening their reach when a vacancy has been externally advertised
- Undertake mentoring responsibilities when nominated

Line Managers Responsibilities

- Implement this procedure within their areas of responsibility
- If involved in shortlisting ensure that you complete the process following the Recruitment Policy guidance, and ensure the process is completed as soon as possible
- Carry out and complete the appropriate induction programme for all new members of staff under your line management
- Review the appropriate standards for the role they are undertaking, and ensure staff are aware of the appropriate standards

Principal Responsibilities

- Develop clear arrangements for recruitment, safer recruitment and pay, and consult with the Trust Leadership Team or Trust HR team
- Enable the Trust HR team to consult with staff on the Recruitment Policy, ensuring it is accessible to all staff
- Follow due process to ensure that a vacancy exists, and that the budget can support the vacancy
- Liaise with the Trust HR Team in relation to whether a vacancy should be advertised internally or externally
- Ensure that communication with Trust HR is timely and effective, shortlisting quickly and effectively to limit risk of losing excellent candidates
- Provide information in relation to observations, tasks and class characteristics in a timely manner and work with Trust HR to create recruitment tasks that challenge the person appropriately for the role they are applying for
- Provide a report to the Trust Board outlining the details of; staff structure, current vacancies, successful recruitment, induction, and recruitment plans for the future
- Ensure that the single central record for the Academy is compliant, up to date, and produced when necessary for any quality assurance purposes of the Local Governing Body, Trust Board or Trust Leadership Team
- Submit all recruitment documentation throughout the year to the Trust HR team
- Act in a timely manner in relation to recruitment to ensure you capture the top talent
- Ensure the Trust induction programme is implemented and embedded within the appropriate Academy

Local Governing Body Responsibilities

- Understand and adopt the Recruitment Policy
- Safeguarding Link Governor to quality assure and spot check the single central register via SCR tracker
- Participate in the recruitment process when requested
- Be aware of national guidance and any statutory changes which require Trust Board approval
- Ensure that the pay scale is set with reference to the group size

- Ensure that any member of the Local Governing Body that participates in a recruitment panel has a valid Safer Recruitment training certificate

Trust Human Resources Team Responsibilities

- Implement, review and report on the Recruitment Policy and Procedure
- Ensure that recruitment across the Trust is monitored and reviewed, and adherence to the policy is taking place at all levels
- A member of the Trust HR team will be present on interview panels
- Lead on recruitment for Academies
- Provide training on this policy, and review its implementation, recommending any adjustments in light of experience gained
- Provide advice and assistance on individual cases
- Monitor pay in relation to the Recruitment and Pay Policy, and ensure decisions are consistent and fair across the Trust
- Review the quality of recruitment processes, programmes and any documentation in relation to the interview panel
- Review the recruitment platforms in place and monitor responses to ensure best value
- Ensure that job descriptions are fit for purpose, provide clarity on the role, and that the expectations are made clear to all potential candidates
- Follow up with any outstanding paperwork in relation to completed interviews
- Review, standardise and implement a full and effective induction programme. Review would include surveying new members of staff to ensure it is fit for purpose

Trust Board Responsibilities

- Have oversight of the Recruitment Policy across the Academies within the Trust
- Has ownership for the Recruitment Policy and ensures the process is applied consistently and fairly, and is accessible to all employees within the Trust
- A member of the Trust Board may be required to be part of a recruitment panel where appropriate
- Will need to consider the Pay Policy when setting Principal or CEO pay
- Be satisfied and assured that an effective and compliant single central register is being kept up to date via the SCR Tracker
- Understand changes to Executive Pay held in the guidance issued by the ESFA and Academies Trust Handbook
- Maintain an oversight of the Trust induction programme, ensuring that it is having a positive impact in the recruitment of new employees

Any member of a recruitment panel, or those involved with decision making responsibility must declare any connection or relationship with any potential candidate prior to the recruitment day.

Appointment responsibility

The CEO is responsible for the appointment of the Trust Leadership Team which comprises; the Director of Education and the Chief Finance and Operations Officer. The CEO will consult with the Chair of the Trust Board.

The CEO is responsible for the appointment of an Academy's Senior Leadership Team which includes; the Principal, and Assistant Principal post.

The appointment of the Principal will be in consultation with the Chair of the respective Local Governing Body (LGB), but remains a Trust appointment. Any Assistant Principal appointment will be in consultation with the Principal of the respective Academy.

The Trust Chief Finance and Operations Officer is responsible for the appointment of the Central Operations Team.

The respective Principal of each Academy is responsible for all staff appointments, but must do so in consultation with Trust HR.

The CEO and central team must ensure that all staff involved in recruitment and selection will have received appropriate briefing/training to ensure that procedures are followed properly, and that all relevant equal opportunities and safeguarding issues are covered. As a minimum requirement, at least one panel member should have received safer recruitment training, this training must be in date in order to be compliant.

A practical assessment of skills and competencies will be used, where appropriate, to improve the Trust's ability to select the best candidate for any job.

All appointments to jobs within the Academy will be subject to the receipt of satisfactory pre-employment checks to include:

- References (2 with one being the current Headteacher / Principal / Executive Headteacher worked with)
- Identify check (photo)
- Proof of eligibility to live and work in the UK
- Medical clearance
- Enhanced Disclosure and Barring Service Check
- Children's barred lists check (formerly list 99)
- S.128 check where appropriate to the role
- Prohibition check
- Evidence, where applicable, of appropriate qualifications

All appointments will be made having regard for safeguarding arrangements for children, including careful assessment of application forms, gaps in employment, and pre-employment checks as indicated above. In the event that any of the pre-employment checks are not complete prior to the start date (excluding right to work), consideration may be given to defer the start date or restrictions must be considered. This decision (where evidenced) must be agreed between the Principal and HR and evidenced on SCR Tracker. Examples could include the second reference not being received or that the DBS certificate has not been issued. If the decision is to proceed with the start of employment, a risk assessment should be completed and the outstanding checks to be followed up continuously. All parties must confirm that the decision is understood and agreed. If any of the documents received are unsatisfactory or not received within the probation period, the employment will be terminated.

Proper documentation and records will be kept relating to all aspects of the recruitment process, including information on the assessment of individual candidates, and information required to review and monitor implementation of the Trust's policies on recruitment and selection, and equal opportunities. The confidential nature of information gathered on individual candidates will always be respected. However, there are occasions when the Trust may be required to provide such information to the individual Academy. Interview notes will be taken by all those present during the panel interview.

The Chief Finance and Operations Officer is accountable to the CEO. It is the responsibility of the Chief Finance and Operations Officer with the support of Trust HR and the Trust Leadership team to ensure the proper implementation of this Policy within the Trust, and to ensure that the Policy is communicated to all staff working in the Trust.

Preparation Stage

The recruitment and selection process should not commence until the Principal has liaised with the central team and completed a full evaluation of the needs of the role against their staffing structure, improvement plans, and budget. The central team will work with the Principal to review the vacant position, and assess whether the vacancy still exists. The role and fit within the structure of the Trust and the relevant Academy should be included in this review.

Where an increase in student numbers or strategic changes generates the need for additional staff, it is the Principal's responsibility to assess the level and nature of that need. The Principal will consider the Academy's financial position, and overarching budget strategy for employee resourcing, and then liaise with the central team to commence recruitment to the new positions. Adverts will not be placed until due process has been followed.

Consideration must be given to whether the vacancies should be filled by a temporary or permanent appointment, a full time or part time appointment, a job share, or a casual appointment. Sometimes a vacancy or a particular need can be filled by buying in a service rather than appointing a member of staff. The requirement for continuity of the learning experience of students is of paramount importance.

The panel for both shortlisting and interviewing must be agreed in advance with the Trust HR Team. The Trust HR Team where applicable, will seek agreement from the Trust Senior Leadership Team or the Trust Board. The expectation is that the Principal will take part in all recruitment for their particular Academy. They may with prior approval delegate a particular role to the Assistant Principal.

Job Descriptions

Job Descriptions and Person Specifications should be created prior to advert and the job evaluated as required for new roles.

The job description should outline the duties and responsibilities of the role. Job descriptions should be reviewed prior to any vacancy being outlined to ensure that the role is still aligned with the job description.

The person specification should outline the characteristics and attributes of the ideal candidate, clearly identifying what is essential and what is desirable to perform the role to the highest standards. All positions require an Enhanced Disclosure from the Disclosure and Barring Service (DBS). When determining the person specification, the Principal will avoid setting standards of qualifications, experience or personal qualities which may unfairly discriminate. It is therefore imperative that the person specification is written in full compliance with the Trust's Equality and Diversity Policy. The

person specification should then be used as a checklist of attributes in the shortlisting, interviewing and appointment process.

Salary ranges and selection processes should be discussed and agreed upon when reviewing the job descriptions and prior to advertising.

Sourcing Candidates

The best method to source candidates should be assessed, and the most appropriate platform used. Only once the role has been approved by the Central Team can the vacancy be applied for through the agreed platforms.

Vacancies will normally be advertised across the Trust by the Trust HR team, ensuring that the vacancy has been shown in all our Academies. This will help to maximise equality of opportunity, and provide staff with opportunities for career development.

In some circumstances the CEO / Chief Finance and Operations Officer may waive the need to advertise.

This is likely to happen in the following circumstances, and there will be a clear rationale behind the decision making:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified as at risk of redundancy, including the termination of fixed term contracts or following a restructure exercise
- Positions requiring specialist expertise where the Trust HR Team or CEO can demonstrate that a prior comprehensive search and advertising process has been conducted and exhausted, and the nominated individual is the most suitable person for the role
- Where the position is an interim position to cover an SLT vacancy, long term sickness, maternity or fast-tracked leadership programme
- Where the position is an additional responsibility and not a role within the structure
- Where we have identified an opportunity for a member of staff within one of our locations.
- In the event that we identified a suitable candidate that has worked for our Trust previously and has the known skills and expertise or has been highly recommended to the Trust. This is normally most appropriate for positions which have been hard to recruit to.

Positions should be advertised using the most appropriate and cost-effective means to maximise the number of suitably qualified candidates. This may include local or national publications, websites and social media sites. All such adverts must adhere to the Trust's visual identity. The vacancy will be advertised on the Trust website which is managed by the Trust HR Team.

It is recommended that we adopt a consistent approach when considering whether to advertise internally or externally for promotion opportunities. Ideally, in these cases it would be preferable to advertise internally in the first instance, reserving external recruitment if unable to recruit suitably experienced/qualified staff from the internal candidate base. However, the Trust will adopt a policy of advertising all senior leader roles externally, but reserves the right to promote from within when appropriate. There will always be a clear process in place for internal promotions.

All job advertisements will be written in plain language based on details contained within the job description and person specification. It will show the title of the job, full time equivalent and part time salary (where applicable), working hours requirements (if necessary) and the relevant section of the Trust if appropriate.

There should be sufficient detail to help potential applicants to make an accurate assessment as to their suitability for the job. Advice on drafting job adverts may be sourced from the Trust HR Team.

All adverts must include a short statement about safeguarding checks and the trust's commitment to equal opportunities.

The Trust may use an agency or external consultancy to assist in recruiting staff for hard to fill roles.

Vacancy Information

Vacancy information will be available for all vacancies. This will include:

- Job description
- Person specification
- Application form
- Equal Opportunities Monitoring Form
- Confidential declaration
- Background information on the relevant Academy within the Trust
- Contextual information where appropriate (staffing structure)

All information will be available online from the Trust and Academy's website. Any additional information will be provided to applicants on request.

Application Form

The Trust uses an online embedded application form which is found on the 'work for us' part of the website. This is linked to the external TES advert.

The use of an application form as a standard recruitment tool is intended to contribute to ensuring the recruitment process is non-discriminatory, and allow appropriate safeguarding checks to be undertaken.

Selection Process

The selection process should be:

- Transparent
- Timely and cost effective
- Free from conflict of interest
- Relevant to the job

All recruitment will be based on an agreed job description and person specification. Recruitment and selection must be an evidence-based process, and candidates should be assessed against agreed criteria, based on; relevant knowledge, skills, competencies, experience and qualification to perform the role as outlined in the person specification.

No additional criteria will be introduced at the shortlisting stage. The shortlisting process must be undertaken in a fair and consistent way, and in line with the person specification and job description. No-one should be shortlisted who does not, as a minimum, meet the defined essential criteria within the person specification.

Keeping Children Safe in Education (2024) states that education settings should consider conducting online searches (including publicly available social media searches) as part of their due diligence during the recruitment process. Only those candidates shortlisted will have these checks carried out. These checks are completed by the central HR team.

All decisions must be recorded by the panel on the shortlisting grid which will be shared shortly after the closing date and should be completed as soon as practically possible.

Advice must be taken from the Trust HR Team if a panel member has declared a close personal relationship with a candidate. Failure to declare this to the panel could put the recruitment process at risk, and result in disciplinary action for the member of staff that has failed to make the disclosure.

To avoid any possibility of discrimination, application forms must not contain any information relating to sex, age etc. The Trust's standard Equal Opportunities monitoring form must be removed prior to any shortlisting activity taking place. It is unlawful to not select a candidate based on their disability or protected characteristics.

Shortlisting of applicants should be undertaken ideally by all members of the recruiting panel who are involved with the interview process. If the panel consists of more than 2 members, at least 2 members must undertake shortlisting. Shortlisting should be completed against agreed criteria from the person specification advertised for the role. The shortlisting panel and interview panel must be agreed with the Trust HR Team.

Any candidate interviewed must sign a copy of the application form which was submitted as part of the recruitment process.

Interviews should normally be conducted by the recruiting manager, HR representative and at least one other person. All interviews for the same role must be conducted by the same panel.

- The CEO will be involved in the selection process of any Academy Senior Leadership appointment which includes the role of Principal and Assistant Principal.
- The Trust HR Business Partner or nominated HR representative will be involved in the selection process of any other Academy appointment

Where required, every effort must be made to make reasonable adjustments for candidates with disabilities. Further advice on this can be sought from the Trust HR Team.

Interview questions must relate to the job role as stated in the job description and person specification, and should search the candidate's suitability for the role. The person specification should be used as the starting point to formulate interview questions.

Interview questions must appear on an interview assessment form on which answers must also be recorded.

To ensure that references are taken up before the interview, there must be at least 5 working days between the shortlisting and interview.

The choice of who is appointed is the decision of the members of the panel, and the decision must be unanimous.

Any appointment of a Principal must be approved by the Trust Board prior to confirming the offer.

The process should be undertaken as promptly as possible. In particular, staff involved in shortlisting should be clear on the reason(s) why unsuccessful applicants were not selected for an interview, in order to be able to provide feedback to the individuals if feedback is requested. All parties involved in recruitment need to understand the need and rationale behind acting swiftly as potential talent should not be lost. However, this needs to be balanced with the need to shortlist effectively and fairly.

Selection Methods and Processes

Face to face interviews will be the primary means of recruitment to all vacant roles. A range of other selection methods and processes may also be considered in relation to the specific skills and responsibilities of each role. When adopting selection tools, care must be taken to ensure that they are relevant to the person specification and able to be objectively assessed as part of the selection criteria.

The Trust will ensure that candidates are informed in writing of:

- the date, time, location and approximate length of the interview
- programme of events for the selection day (where appropriate)
- the format of the interview and designations of the interview panel
- details of any other selection methods which will be used in addition to interview
- the person to be contacted for any further information on recruitment arrangements

All candidates invited for an interview will be asked to indicate if they require any specific facilities or assistance. Disabled applicants will be asked to specify any arrangements which they will require.

Assessments from the application form, interview, all tests and/or other exercises used within the selection process will be properly documented and recorded against each individual candidate, and details placed within the recruitment file. Details of unsuccessful candidates should be retained for six months after which they should be confidentially destroyed.

Candidate references

References will normally be sought between the shortlisting process and the interview. No reference may be sought without the prior agreement of the candidate. This permission is requested on the application form.

One reference should be from the present or most recent employer (or school, university or college) of the candidate, unless the most recent employment relates to a period finishing over ten years ago. For teaching staff, a reference must be requested from their current or most recent Headteacher (Principal / Executive Headteacher).

Referees should have had some management responsibility for the applicant. However, where appropriate, a tutor's or client's reference would be acceptable. A personal reference, although sometimes helpful, should not be relied upon in assessing the candidate's professional or work capabilities. Referees should be asked to state their relationship to the applicant. Referees should only be asked to confirm the candidate's record of attendance and punctuality after a candidate has been appointed in accordance with the provisions of the Equalities Act 2010. If this leads to questions regarding the candidate's health record and suitability for the post then these should be referred to the Trust's Occupational Health providers as part of the pre-employment health review. The Trust HR Team should follow up any concerns with the referee to ensure clarity of information. Similarly, where a reference is ambiguous on a material point, the Trust HR Team may make further enquiries of the referee. Trust HR can support situations where there are concerns raised, or where academies need further clarification.

The reference request must ask referees to respond to pre-determined questions. Care must be taken to ensure any questions asked are fair and based on the job role. The job description and person specification should be included with all reference requests.

Two satisfactory written references are required, before an offer of employment may be confirmed. If two references have not been received at the point of offer, the offer of employment should be made conditional on receipt of references. It should be noted that references from external sources may be considered personal data under the General Data Protection Regulation and may be subject to disclosure following a data subject access request.

When references are requested from external sources, the Trust should ask the referee to state whether or not they intend the reference to be confidential. This does not affect the Academy's ability to ensure that the identity of the referee remains confidential.

If a reference regarded as unsatisfactory is received, the candidate must be informed as soon as possible as should the Trust HR Team. It may be that a course of action will be to meet with the candidate to discuss the reference, or the conditional offer is withdrawn.

Where a conditional offer is withdrawn, the Trust HR Team or the Principal should ensure the reason(s) for deciding that the reference is unsatisfactory is communicated to the unsuccessful applicant by the Principal or a member of the Trust HR Team.

Interviews and Interview Panels

Face to face interviews are a core element of the Trust's recruitment and selection procedures. It is vital that they are carried out in a systematic, objective and professional manner to ensure that the best candidate is selected for each vacant post. It is also vital that any recruitment process is planned and prepared as this is an opportunity to showcase the Trust, and attract the best talent. The Trust HR Team or nominated Academy representative is responsible for ensuring that at least one member of the interview panel will have received specific training in interview techniques as part of their general recruitment and selection training.

All interviews will be conducted by a panel of a minimum of two people, and preferably by three people. The panel should be made up of at least the Principal, line manager for the role, and a Trust HR representative. The interview panel must be agreed by the Trust HR Team.

The structure, format and core questions to be used within the interview process will be agreed with all interview panel members. Core interview questions will be based upon a proper consideration of the person specification for the job, and will be agreed beforehand with all members of the interview panel. Supplementary questions are appropriate to clarify or expand on a candidate's response to a core question, but must relate clearly to the duties and responsibilities of the job. Supplementary questions will be properly recorded, and candidate's responses logged within the appropriate documentation.

In addition to assessing and evaluating the candidate's suitability for the post, the interview panel should also explore:

- the applicant's attitude towards children and young people and their motivation for wanting to work in education
- their ability to support the Trust's agenda for safeguarding and promoting the welfare of children
- gaps in the applicant's employment history
- concerns or discrepancies arising from information provided by the applicant and/or referee

The panel should also ask the candidate if they wish to declare anything considering the requirement for an enhanced DBS disclosure.

It is recommended that each panel member completes the interview notes document for each candidate so that individual scoring can be undertaken.

The chair of the panel is responsible for liaising with the Trust HR Team to ensure that the appropriate agreement to appoint is obtained before contact is made with any of the candidates. The chair of the panel, once final approval is provided, is responsible for contacting both the successful and unsuccessful candidate/s to inform them of the outcome following the selection process.

[The Offer of Employment and the Employment Contract](#)

At the end of the recruitment and selection process all documents pertaining to the process must be retained for a period of at least 6 months, after which they should be destroyed in line with disposal of confidential waste. Details pertaining to the successful candidate must be retained on their personnel file and made available to the Trust HR Team.

All offers of employment are conditional upon receipt of two satisfactory references, one of which must be the current or most recent employer), medical assessment, proof of qualifications, eligibility to live and work in the UK and DBS check. The first offer letter must state these conditions.

The Trust will ensure that a letter of appointment is issued to the successful candidate within a reasonable timescale outlining:

- The job title and grade of the job
- The date of commencement of employment (if confirmed)
- Salary and payment arrangements
- The term of the employment (whether temporary/fixed term/ permanent contract)
- Reference requirements
- Medical clearance

- Enhanced Disclosure and Barring Service Check
- The employment is subject to a probationary period and the terms which will apply to this
- Any particular or special benefits which might apply
- The notice periods for termination

Ideally, candidates should not start employment before receipt of satisfactory pre-employment checks. However, in the delay of the return of a DBS by the Disclosure and Barring Service, the Trust may appoint someone subject to checks with the Children Barred Lists, risk assessment and appropriate safeguards being put in place. If there is any doubt, a delay to the start date should be put in place and where appropriate advice should be sought from the Trust HR Business Partner.

The contract of employment will be sent along with the offer letter but the offer will still be conditional on all recruitment checks and this will be clear in the offer letter.

Disclosure and Barring Service

All appointments are conditional upon receipt of a satisfactory DBS certificate. This process is a legal requirement with respect to all employees who have regular contact with children.

All employees across the Trust must undergo an Enhanced Disclosure, or provide evidence that they have already done so. All Governors and Trustees are also required to have a DBS clearance.

Standard Disclosures contain details of all convictions on record including current and spent convictions (i.e. those that happened some time ago and are defined as spent under the Rehabilitation of Offenders Act 1974 Exceptions Order 1975 as amended 2013). In addition, Standard Disclosure includes details of any cautions, reprimands or warnings held on the police national computer.

Standard Disclosure will also give information contained on government department lists of those unsuitable to work with children; 'the Children's Barring List'. These lists are held by the Department for Education. The employment within any school of an individual on such a list is illegal.

Enhanced Disclosures include the information that would be on a Standard Disclosure but may also contain information that is held locally by the police.

The application form for the post should state that the appointment requires all job applicants to disclose any current, or spent convictions, cautions, reprimands or final warnings they may have received and that are not 'protected as defined by the Rehabilitation of Offenders act 1974 (Exceptions) order 1975 (as amended in 2013) by SI 2013 1198 and these will be taken into account in deciding whether to make an appointment (see also below).

The disclosure requirement is clearly stated in the contract of employment but should be explicitly stated during the selection process. This gives the candidate the opportunity to raise any known issues themselves during the interview.

The disclosure of a current or spent conviction, caution, reprimand or warning does not necessarily mean that the offer of employment cannot be confirmed. The main consideration should be whether the nature or timing of the offence makes the candidate unsuitable for work in a school.

Any disclosures should be brought to the attention of the Chief Finance and Operations Officer. A risk assessment / notes should be taken to support the rationale behind a possible decision to continue with the employment.

Appropriate and secure arrangements for the retention of disclosure documents during the recruitment process must be made. These documents must be stored separately from personnel files and only those senior members of staff directly involved in the recruitment process should have access to them.

The Trust and its Academies must retain a record that disclosure has been requested and received for every employee. This record should include for each employee:

- Date of Disclosure
- Name of the person to whom Disclosure applies
- Type of Disclosure
- The position in question
- The unique identification number of the Disclosure
- The recruitment decision taken

As an organisation using the Disclosure and Barring Service to help assess the suitability of applicants for positions of trust, the Trust complies fully with the DBS/PVG Scheme Code of Practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. The Trust also complies fully with its obligations under the General Data Protection Regulation.

The Trust maintains a record of all those to whom disclosures and disclosure information has been revealed, and they recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once the retention period has elapsed, the Trust / Academy will ensure any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). The Trust and its Academies will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure.

However, the Trust / Academy may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment (or other relevant) decision taken.

Policy on the Recruitment of Ex-Offenders

As its policy on the recruitment of ex-offenders, the Trust has adopted the general practice guidance published by the Chartered Institute of Personnel and Development (CIPD) on the employment of people with criminal records: "Ex-Offenders – A good practice framework for their employment", CIPD (Dec 2005).

Proof of Qualifications

All appointments are conditional upon documentary proof of the applicant's qualifications (if applicable). This condition should be explicitly stated during the selection process.

The Academy / Trust HR will ask for sight of original documentation from the successful candidate, e.g. proof of identity (photo) and qualifications, photocopies of which will be kept on file and the SCR tracker. If collected by the Academy, they must ensure it is sent to the Trust HR Team to be held on the staff system.

Pay Decisions

The Chief Finance and Operations Officer is responsible for identifying the salary level of the successful candidate, this will be in collaboration with Trust HR who will check compliance with existing pay structures and others working in a similar role. The pay decision will be made in line with the published Pay Policy, the experience and qualifications of the successful candidate, and the previously approved salary band agreed when the proposed position was authorised.

Discrimination

The Trust and its Academies may not discriminate against applicants for employment on grounds of race which includes; colour, nationality, ethnic or national origin, religion or belief, political opinion or affiliation, sex, marriage or civil partnership, pregnancy or maternity, sexual orientation, gender reassignment, age, disability, trade union membership and health and safety representation, in compliance with its Equal Opportunity Policy. Very considerable care needs to be taken with respect to discrimination at all stages of the recruitment and selection process.

All applicants should be asked to complete an Equal Opportunities Monitoring form as part of their application. The applicants' Equal Opportunities Monitoring forms must not be made available to those taking shortlisting or selection decisions.

Temporary Appointments (Up to 12 Months)

Temporary appointments may be used particularly in urgent cases or to cover maternity leave where normal recruitment processes have not proved to be successful. Recruitment agencies may be used where the need to fill a vacancy is urgent or where recruitment is problematic. Every measure will be taken to ensure agencies and other third parties that recruit on the Agency's behalf fully comply with the Trust's Equal Opportunity Policy, and comply fully with the Trust's Safeguarding Policy.

Flexible working

Flexible working applies to all employees who meet the eligibility criteria and details are outlined in the Trust's Flexible Working Policy. Employees should refer to this policy for more guidance.