



RECRUITMENT POLICY

Responsibility of (<i>see policy tracking sheet</i>):	CFOO and Trust People Manager
Approved by:	CFOO and Trust People Manager
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Introduction

1.1 Saracens Multi Academy Trust (the Trust) is committed to equality of opportunity in recruitment, selection, promotion and all other areas of employment. Saracens Multi-Academy Trust seeks to appoint the best candidate for each position. When recruiting Saracens Multi Academy Trust will consider:

- Whether an applicant has demonstrated the necessary experience and personal capabilities that will enable him or her to fulfil the role successfully
- Whether an applicant has potential for development
- Whether an applicant is supportive of the vision and ethos of the Trust and is supportive of the Trust's educational ambitions and its core values of Discipline, Hard Work, Humility and Honesty.
- Whether an applicant has the ability to work successfully with his or her future colleagues and whether he or she has skills which are complementary to theirs
- Whether an applicant has the necessary physical and mental resilience to withstand the rigours of working in a School
- Whether an applicant is committed to safeguarding and promoting the welfare of children
- Whether the appointment is in the best interests of an individual school and/or Trust and for its future development

1.2 The Trustees of Saracens Multi Academy Trust take responsibility for the recruitment and selection of the CEO and school principals and the CEO is responsible for the recruitment of staff working directly for the Trust. Responsibility for the recruitment of the staff of individual schools lies with the Principal of that school, but only the CEO may make the appointment. Where appropriate, recruitment may take place in partnership with the Trust and/or other schools within the Saracens MAT.

Objectives of this Policy

2.1 To ensure that all appointments are made on the basis of suitability for the post by the assessment of evidence against the selection criteria.

2.2 To ensure that all candidates are treated consistently and equitably and that candidates are thoroughly assessed.

2.3 To ensure compliance with the Trust's Equality Objectives and Safeguarding Policy and employment legislation.

Scope

3.1 This Policy applies to the recruitment and selection of all staff whether they will be working directly with children or not. The policy does not apply to volunteers and contractors.

3.2 Modified recruitment procedures apply to the appointment of temporary and part-time hourly paid staff, reflecting the nature of these appointments.

Principles

Awareness and training

4.1.1 Staff, Trustees and Governors involved in the recruitment and selection of staff, are responsible for familiarising themselves and complying with the provisions of this Policy and associated procedures.

4.1.2 The person responsible for recruiting for the position is required to ensure that any external advisers or recruitment agencies participating in any recruitment exercise are aware of, and comply with the Trust's Equality Objectives and Recruitment Policy and associated procedures.

4.1.3 Staff, Governors and Trustees involved in the recruitment process should attend Recruitment and Selection training and ensure that there is at least one person on an interview panel who has undertaken Safer Recruitment training which is up to date. The Trust encourages middle and senior leaders involved in recruitment to undertake Safer Recruitment training in addition to the Safeguarding training they receive.

4.1.4 Saracens Multi Academy Trust is committed to promoting equality of opportunity and in this respect, employees involved in the recruitment and selection are required to maintain a positive approach towards equality of opportunity. Staff, Governors and Trustees are encouraged to attend diversity training. Where appropriate, the Trust may take proportionate positive action to remedy any disadvantage to people sharing a protected characteristic, meeting the different needs of individuals or encouraging their involvement in and employment by the Trust.

Conflict of Interest

4.2.1 If a member of staff, Governor or Trustee involved in recruitment processes has a close personal or familial relationship with a candidate, they should declare this to the Trust CEO or Principal (as appropriate) as soon as he or she is aware of the candidate's application. In such situations, it would normally be appropriate for the member of staff, Governor or Trustee to have no further involvement in the selection process. Applicants are required to declare any close personal or familial relationships in their application.

4.2.2 If a candidate has named a member of staff involved in the selection process as a referee, the candidate will be asked to provide details of alternative referees, where practical. As a minimum a third reference, which could be a character reference, would be required.

Identifying Vacancies

4.3.1 A Principal may authorise the recruitment of a post within the Budgeted Staffing Structure and schedule of posts, although senior leadership appointments may be carried out in conjunction with the Governors of the school. Principals should consider the need for new, changed or replacement posts before seeking to fill a vacancy and discuss this with the Trust CEO who will approve the change in writing.

Advertisement

4.1.1 Except where detailed below, permanent posts and fixed-term positions of over one year's duration must be advertised externally.

4.4.2 In the following circumstances, vacancies will not necessarily be advertised outside the school:

- Where positions may provide suitable alternative employment for existing staff whose post has been identified for redundancy, (including the ending of fixed term contracts or following a restructuring exercise) or staff requiring redeployment for medical reasons, maternity or for reasons of disability.
- For temporary positions covering absence for maternity, adoption, parental, unpaid leave etc. In these circumstances if the permanent post-holder decides not to return to his/her post following his/her leave, then the post will normally be advertised.
- Where the school wishes to recruit an employee from existing personnel, without increasing the staff headcount or to enable existing staff to take on an additional responsibility.
- Where the CEO of the Trust, Chair of Governors and the Principal agree that there are exceptional circumstances.
- Where the post has already been unsuccessfully advertised within the previous 12 months and the Principal or Trust People Manager can demonstrate that further advertising is unlikely to be effective.
- Where experience has shown that recruitment for the type of post in question is more likely to be successful through alternative routes such as specialist recruitment firms, local organisations or the temporary hire of agency staff who can then apply for a permanent post with the Trust, following the Trust's recruitment procedure.

4.4.3 As a minimum, all posts are advertised through the school and Trust's internal newsletters/Intranet. Staff on sick leave or maternity/paternity/adoption leave will also be notified.

4.4.4 Posts will usually be advertised on the Trust's or school website, education or other relevant recruitment websites and if appropriate in the local press and/or national press.

4.4.5 Posts will be normally advertised with a minimum of two weeks between the publication of the advertisement and the closing date, but this period may be shortened to meet other deadlines.

4.4.6 All recruitment advertisements will include the following statement:

- *Saracens Multi-Academy Trust is committed to safeguarding and promoting the welfare of children. The successful candidate for a regulated activity will be required to complete an Enhanced DBS check.*

4.4.7 All recruitment advertisements will be clear as to the nature of the appointment and whether it is a permanent or temporary one.

4.4.8 All applicants will be provided with the following:

- An application form
- A job description and person specification
- Links to the Saracens MAT or Trust school website and the relevant policies for recruitment, recruitment of ex-offenders and safeguarding

Selection Process

4.5.1 All applications should be made using the Trust's Application Form, appropriate to the position. Letters of application and CVs alone will not be accepted.

4.5.2 All recruitment processes will be based on agreed job descriptions and person specifications. Person specifications should only consist of the necessary skills, qualifications, experience and competencies required to carry out the duties of the post. Job descriptions and person specifications will make clear the purpose of the job in the context of the school and underline the candidate's responsibility for promoting and safeguarding the welfare of children.

4.5.3 Applicants must be selected against the criteria listed in the person specification and within the framework detailed in 1.1 of this Policy. Notes should be taken recording the basis of selection.

4.5.4 Each interview should be undertaken by a minimum of two individuals to ensure accurate note taking and to mitigate against the possibility of prejudice or stereotyping. Interviews should take place in person, but where it is not possible for a candidate to attend the interview may take place by live video link. Telephone interviews will only be allowed to assist with shortlisting. Personal competence interviews are normally undertaken by one interviewer trained in this specialist form of interviewing and may take place before or after the position is offered.

4.5.5 Should the interviews for a vacancy take place over more than one day, every effort will be made to ensure that the same panels interview all candidates.

4.5.6 Assessment tests should be used wherever possible and should relate to the role. The results of tests will be assessed against the selection criteria.

4.5.7 Interview questions should relate to the selection criteria outlined in the person specification. Wherever possible questions should help the candidate give evidence-based answers. Candidates will be given the opportunity to ask questions.

4.5.8 Some interview questions will be designed to establish the candidates' understanding of safeguarding responsibilities. Interviewers will also explore the reasons for any gaps in an applicant's employment record with the candidate. After an offer of employment is made, there will be a further interview that to include personal competency questions and a safeguarding screening checklist.

Feedback

4.6.1 Saracens Multi Academy Trust will give telephone feedback only to any candidate who is shortlisted for interview and who requests it within two weeks of the interview. Internal candidates will normally receive feedback in person.

Confidentiality

4.7.1 All applications will be treated as highly confidential by the Trust and circulated only to those individuals involved in the recruitment process.

4.7.2 Any data relating to recruitment and selection processes may be legally disclosed in the event of tribunal proceedings against the Trust and staff and Trustees, Governors and Staff involved in the recruitment process must exercise due diligence at all times.

Offers of employment

4.8.1 Offers of employment will be subject to:

- the receipt of two references, satisfactory to Saracens Multi Academy Trust, including a detailed reference from their current employer. References from schools or other educational establishments must be from the current Headteacher or their delegate and must comment on the applicant's suitability to work with children, their disciplinary record and their suitability for the role. Without such a reference it will not normally be possible to appoint the applicant, but if alternative detailed references can be obtained which relate to the individual's recent employment, the CEO or CFOO will carry out a risk assessment and decide whether such references are acceptable to the Trust. Their decision will be final in this regard. Wherever possible references will, be obtained prior to interview.
- satisfactory verification of identity and residency
- completion of a medical questionnaire indicating that the applicant has the necessary physical and mental resilience to withstand the rigours of working in a school
- completion of satisfactory annual declarations confirming continued fitness to work. Where appropriate (Early Years provision or before/after school childcare for children under the age of 8) this will include a Childcare Disqualification declaration
- verification of entitlement to work in the United Kingdom or obtaining a satisfactory work permit and visa
- verification of original qualifications and professional status. Applicants must supply the original documentation to the Trust office and give staff adequate time to assess their veracity and copy them.
- satisfactory completion of the probationary period and induction process

If relevant the offer of employment may also be subject to one or both of the following conditions:

- if the post involves working in a Regulated Activity or directly with children or supervising those who work in these roles, the successful applicant will be required to complete any Disclosure and Barring Service (DBS) and Barred Person/Prohibition Order checks relevant to the role. Alternatively, if the successful applicant is registered for the DBS Online Service the school may access the individual's DBS record but the successful candidate must produce their original certificate to the Trust for examination prior to the commencement of their employment. The results of these checks must be satisfactory to the Saracens Multi Academy Trust. The employee

must also agree to periodic checks of any DBS check during their period of employment with the Trust.

- continuing funding of the position by external funders

Where a successful candidate has lived or worked outside the UK for 6 months or more within the last 5 years, the CFOO will request that the candidate undertakes an overseas checks in accordance with DfE guidance

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. The candidate is required to cooperate in completing this check and failing to do so may lead to the offer of employment being withdrawn.

In exceptional circumstances and with the direct permission of the Trust's CEO these requirements may be waived if the applicant is already working in a Trust school, or they have been working outside the UK for HM services, or the applicant is seeking asylum and is unable to produce relevant documentation for this or any other substantive reason.

4.8.2 With the exception of the Enhanced DBS disclosure, the successful applicant will not be allowed to work at the Trust until satisfactory replies to these checks have been received. Banned Person and Prohibition checks must be completed prior to the commencement of employment. Without a satisfactory DBS disclosure, any new employee must be supervised.

4.8.3 The Trust will make all formal written offers of employment. The Principal will recommend starting salaries for school staff in accordance with the Pay Policy and Budgeted Staffing Structure. To ensure compliance with equalities duties, such recommendations will be checked for fairness by the CFOO and CEO whose decision will be final.

4.8.4 In the determination of salaries, consideration will be given to the individual's skills, qualifications and experience and any comparators within the Trust.

Retention of records

4.9.1 When the recruitment process has been completed, the Trust People Manager should ensure that all information relating to the selection process is stored securely and the Single Central Record updated. The Trust CEO will be responsible for the storage of recruitment records for Trust staff and school Principals.

4.9.2 All papers relating to the successful candidate will be retained within that individual's personnel file (and kept securely in the Trust's computerised HR folder and/or in a locked cabinet at the school) for the duration of their employment and for a minimum period of 4 years following the end of his or her employment. From 1st March 2023, if an employee subsequently applies for another internal position, paperwork relating to this application will also be retained for the same period. All other applications, shortlisting and interview and assessment notes will be retained for six months after the date of appointment of the successful candidate, after which they will be destroyed.

Links with other policies

This Recruitment Policy is linked to our:

- Child Protection and Safeguarding Policy
- Recruitment of Ex-Offenders Policy