



Recruitment & Selection Policy

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Date	Version	Reason for change	Source
05.04.23	V3	Update	Trust HR

To be read alongside all relevant Matrix Academy Trust policies and procedures

1. Introduction

1.1. Matrix Academy Trust provides support to ensure the success of all academies in our Trust with a strong commitment to improving the life chances of all pupils and remaining focused on pupil achievement. This can only be achieved by having high expectations of our employees and fostering a culture where individuals collaborate and share effective practice.

1.1. The Trust is committed to achieving this through:

- Setting high standards of expectation consistent with the academy community expectations of our Trust and relevant professional standards;
- The application of consistent and fair procedures in accordance with good practice and equal opportunities;
- Adhering to the employment legislation and guidance in relation to dispute and conduct.

1.2. This procedure does not form part of the contract of employment and may be varied from time to time.

2. Scope

2.1. This policy applies to all employees including volunteers, temporary and fixed term employees, casual workers, SCITT trainees/students, Parent Advisory Forum Members and Trustees and those responsible for and involved in recruitment and selection.

3. Purpose

3.1. The Trust is committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the Trust's success and the delivery of high-quality education.

3.2. The Trust is committed to achieving this through:

4. Guiding Principles

4.1. In recruiting all employees, the following guiding principles will apply:

4.2. **Safer Recruitment** – The safeguarding of young people is a priority for our Trust. There must be compliance with safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements including the DfE statutory guidance contained in Keeping Children Safe in Education.

4.3. **Equitable and Fair** – We will safeguard individual's rights to fairness and equality of opportunity in conjunction with the business needs and values of the Trust. We promote diversity in the workforce.

4.4. Any candidate with a disability will not be excluded unless it is clear that

the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments.

4.5. Matrix Academy Trust is committed to equality and diversity and will make reasonable adjustments to the application of this policy and procedure in line with our equal opportunities commitment. The Trust will abide by all relevant equality legislation.

4.6. **Consistent and Objective** - The selection criteria will be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection activity, with clarity of process and policy for managers and applicants.

4.7. **Merit Principle** – Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

4.8. **Efficient and effective** – The process will ensure best value and the best outcome for the Trust.

4.9. **Maximising Existing Human Resources** - It is the Trust's policy that all vacancies will be advertised internally (ring fenced if necessary) and existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. The Trust aims at all times to recruit the person who is most suited to the particular job.

4.10. Appointing managers are expected to consider redeployment of existing employees prior to recruiting externally, particularly during a period of change when significant numbers of employees are likely to be displaced.

4.11. The Trust will consider redeployment opportunities for employees across all academies within the Trust as appropriate.

4.12. **Approach** - Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

4.13. **Accountabilities** - The appointing manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The appointing manager should determine whether a vacancy should be recruited to and seek the appropriate authority to progress (as required). They should undertake job design and analysis, establish a selection panel, manage a valid selection process, and any associated administrative arrangements. The appointing manager should ensure that the process is compliant. If they choose to delegate parts of this task to others, overall

accountability still remains with the appointing manager.

4.14. At least one member of the interview panel must be trained in Safer Recruitment principles as identified in Keeping Children Safe in Education. The Chair of the interview panel is responsible for ensuring that other panel members comply with the relevant Safer Recruitment legislation and guidance.

4.15. If an employee involved in the selection process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the decision-making process.

4.16. **Responsibilities** - The Trust/CEO has overall responsibility for staffing matters; however, they may delegate this responsibility to the Headteacher, or an individual Trustee or panel of Trustees working with or without the Headteacher. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

4.17. Where responsibility is delegated, the Headteacher may involve other Trustees in selection processes, for example in interviewing candidates and consulting on their suitability.

5. Safer Recruitment and Selection Process

5.1. Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder's responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

5.2. All advertisements must include the Trust's statement demonstrating its commitment to safeguarding young people and safer recruitment practice which is:

Matrix Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments are subject to an enhanced DBS clearance and pre-employment checks in accordance with Keeping Children Safe in Education.

5.3. The safeguarding policy is available on our website for prospective candidates to access.

5.4. It will not be necessary to advertise all job vacancies externally. The Trust may advertise a vacancy in such manner, as it considers appropriate.

5.5. When advertising vacancies internally, the Trust should ensure that all appropriate employees in other academies in the Trust have access to the opportunity.

6. Application forms

6.1 Applications will only be accepted on the Trust's standard application forms. CVs will not be accepted and if provided, will not be considered during the shortlisting process.

6.2 Application forms advise candidates that it is an offence to apply for the vacancy if the applicant is barred from engaging in regulated activity relevant to children.

6.3 A copy of the Trust's Child Safeguarding Policy and Recruitment of Ex-Offenders Policy is available on the school's website and upon request.

6 Shortlisting

6.1 Applications will be assessed against the criteria identified in the person specification on the Trust's standard shortlisting matrix form. The shortlisting panel will be a minimum of two individuals and the applicants will be scored against the scoring criteria.

6.2 The shortlisting panel should annotate the application forms to identify any employment gaps or matters that need to be followed up or explored at the selection and interview stage.

6.3 Shortlisted candidates will be sent an invitation for an interview that will reiterate the Trust's commitment to safeguarding and the requirement for pre-employment checks.

6.4 Only shortlisted candidates will be asked to complete a self-disclosure form, of their criminal record or information that would make them unsuitable to work with children.

6.5 Applicants will be asked to sign the declaration confirming the information provided is true and where an electronic signature has been provided, the shortlisted candidate should physically sign a hard copy of the form at the point of interview.

6.6 Online searches will be undertaken as part of the Trust's due diligence on shortlisted candidates. Shortlisted candidates will be asked to complete a social media account form. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust may want to explore with the candidate at interview.

6.7 HR Managers on school site should complete the online searches in accordance with the 'Online checks guidance for shortlisted candidates' document.

6.8 Applicants will be required to bring a form of identity to be checked at interview stage.

7 Selection Activity and Interview

7.1 The interview panel/s must consist of at least one individual who is safer recruitment trained. The panel/s will ask pre-determined questions and record responses on the Trust's standard interview notes form, marked against the scoring

criteria.

7.2 Where a number of selection activities have taken place, the scores and feedback from those activities will be taken into account before a decision is made. A weighting can be applied to selection activities if appropriate.

7.3 Candidates will be asked questions relating to safeguarding and child protection that are specific to their role and position within the Trust.

7.4 The Trust does not make payment for interview expenses.

8 References

8.1 References will be requested prior to interview and be available to the Chair of the interview panel on the day of selection and interview. References must also be obtained for internal candidates. One of the referees must be from an appropriate senior professional employed by the candidate's current or most recent employer. The Trust reserves the right to seek a reference from the most senior professional from the candidate's current or most recent employer even if they are not listed as a referee on the candidate's application form. Open references or those provided by the candidate will not be accepted. References must be requested using the Trust's standard reference request form.

8.2 The appointing manager is responsible for cross-referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored, and all the facts should be available to the panel before any conditional offer of employment is made.

8.3 The Trust will provide a reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will be provided on the Trust's own standard reference form and will be from the Headteacher.

8.4 For employees who have left the Trust over 5 years ago, the Trust will provide a basic reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will confirm employment details, any formal processes and suitability to work with children. No further information will be provided.

8.5 If employees leave the Trust and require a reference to be provided in the future upon formal written request, they must give their consent to this before leaving the Trust and a note will be kept on their personnel file of their wishes in this regard.

9 Pre-employment Checks

9.1 Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the DfE Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Teacher Prohibition Check, Childcare Disqualification, satisfactory references, medical assessment and overseas and Section 128 checks as appropriate. The pre-employment checking and

appointment process will not be circumvented for the sake of expediency.

9.2 At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory pre-employment checks. Failure to satisfy all pre-employment checks may result in the withdrawal of a conditional offer of employment.

9.3 All pre-employment checks must be recorded on the Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications will be retained on their personal file.

9.4 Overseas checks are required for successful candidates if they have lived or worked overseas for 12 months or more, in the 10 years before their application, while aged 18 or over. If an overseas check is required then the candidate must pay the cost of the check. Overseas check costs will vary dependent on the country. The Trust reserve the right to complete or request further checks outside of this timeframe if they feel it is necessary.

9.5 If the Headteacher requires an individual to start work in regulated activity before the DBS certificate is available, then a risk assessment must be completed and held on the personnel file. The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

9.6 Where an existing employee changes role, additional checks should be completed applicable to the role, for example, when an employee moves into regulated activity. If there are any concerns about an employee or an employee does not have a DBS check it would be appropriate to complete a DBS check.

10 Adults working with children who are not employed directly by the Trust

10.1 Supply Worker

The Trust will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply worker arrives for work.

10.2 Volunteers

The Trust will require the volunteer to complete a short application form confirming their work experience and providing contact details for at least two appropriate referees.

10.3 The Trust carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation and any risk assessment carried out by the Trust.

10.4 Trainees/Students on placement

When trainees/students are working in academies as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the Trust will require proof of DBS enhanced clearance with barred list check as appropriate and will carry out identity checks when the student arrives on site. We will also require students to complete the Childcare Disqualification Declaration if they are working within an EYFS or later years care setting.

10.5 Students on work experience

Students on work experience will always be supervised. Any student over the age of 16 may be required to complete a Disclosure and Barring Service check depending on the nature of the work experience.

10.6 Contractors

The Trust will ensure that contractors, or any employee of the contractor, working on site has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with young people. The Trust will check the identity of contractors and their employees on arrival.

This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

11. Redundancy and Redeployment

11.1 Any employee who is dismissed on grounds of compulsory redundancy will be eligible to apply for any posts advertised and will be required to attend a selection process if they are shortlisted. This selection process will be the same as applied to any other applicant.

11.2 An employee who is rehired may be subject to the provisions set out in the Local Government Modification Order.

11.3 Employees in a redeployment situation will be considered against suitable vacancies. All applicants who meet the essential criteria for the post (as set out in the person specification) will be offered an interview. The Trust has a responsibility to consider suitable alternative employment across the Trust.

12 Data Protection

12.1 The Trust will comply with the provisions of the Data Protection legislation in the UK. Employee data will be processed by the Trust in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the Trust's business and/or compliance with a legal obligation. The Trust will ensure that personal information about an employee, including information in personnel files, is securely retained. Information about securing, storing and retaining documentation relating to recruitment and selection is contained within the Trust's Privacy Notice and Data Protection Policy.

12.2 Evidence of pre-employment checks and supporting documentation will be retained on the employee's personnel file in accordance with statutory guidance.

12.3 The Privacy Note (recruitment and candidate information) is available on our website for prospective candidates to access.