

ACES Academies Trust

Aspiration, Creativity, Excellence, Success



Policy Statement
on

Recruitment and Selection Procedure

Drawn up by:	Director of Finance & HR
Date:	January 2018
Revised:	Every 3 years (HR Committee)
Date adopted by Board:	January 2018

RECRUITMENT SELECTION POLICY AND PROCEDURE

1. Introduction

- 1.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work. The Trust regards its staff as its most important asset. It is the policy of the Trust to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school development plan.
- 1.2 The appointment of all employees to the Trust will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2009 and *Guidance on Managing Staff Employment in Schools 2013* and *Keeping Children Safe in Education* and the Trust's equal opportunities policy. It is a statutory requirement that every appointment panel must have at least one member who has undertaken the Safer Recruitment Training.
- 1.3 The Trust will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 The procedure for the appointment of the Headteacher/Principal or Vice Principal differs from that of other staff. The Trust will follow *Guidance on Managing Staff Employment in Schools Chapter 5: Appointing a Principal or Vice Principal*

2. Delegation of Appointments

- 2.1 The Trust delegates all support staff appointments and all teaching appointments below the level Assistant Principal/Vice Principal to the CEO. The CEO will involve at least one member of the Board in all appointments for Head of Department or above where practicable, and directors who wish to be considered for involvement will be encouraged to undertake recruitment selection training, at the earliest opportunity.
- 2.2 No director is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.
- 2.3 A selection panel will be drawn from all directors who have undertaken recruitment training and who have advised the CEO's PA of his/her wish to be involved in staff appointments as required by the Principal.
- 2.4 The CEO may not delegate the final decision of appointment to any other senior manager or director.

3. Information for Applicants

All applicants for all vacant posts advertised internally or externally will be provided with:

- 3.1 Notification that the appointment is subject to an enhanced DBS check, satisfactory references and medical clearance.
- 3.2 A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school/Trust.
- 3.3 A Person Specification indicating the qualifications, skills and types of experience or expertise which the Trust regards as essential or desirable in relation to the job.
- 3.4 An Application Form.

- 3.5 Information about the School/Trust and Other General Information:
- a description of the school relevant to the vacant post;
 - a statement about access to the school for applicants who may wish to see it or who may wish to consult the Headteacher/Principal before making an application;
 - a statement that canvassing any member of staff, or member of the Trust, directly or indirectly, is prohibited and will be considered a disqualification;
 - reference to the Trust's policy on Equality and Diversity;
 - reference to the legislation concerning the Protection of Children;
 - the name of any person who will be available to provide additional information about the post;
 - the closing date for the receipt of applications;
 - salary level of the post.

4. Short Listing

- 4.1 For all posts outside of the leadership group short listing will be delegated by the CEO as appropriate. The process will be carried out by at least two relevant members of staff. Directors will be invited to take part in short listing for key appointments.
- 4.2 The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Principal.
- 4.3 References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to child protection.
- 4.4 Short listing will be based only on substantial information. The **job description** and the **person specification** will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview. Short listing will be based only on substantial evidence and the criteria for selection will be consistently applied to all applicants.
- 4.5 If the field of applicants is felt to be weak the post may be re-advertised.

5. Interviews

- 5.1 The format, style and duration of the interviews are matters for the CEO in consultation with directors involved in the process to decide but the following will be adhered to:
- 5.1.1 Briefing: All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job.
- 5.1.2 The formal interview: Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of sex, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of safeguarding children with each candidate.
- 5.1.3 Before the interviews the CEO, in consultation with others involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.

- 5.1.4 Before the interviews the CEO, in consultation with others involved in the formal interview will decide the structure of the interview, determining which area each interviewer will cover.

6. Offer of Appointment by the Selection Panel

- 6.1 The offer of appointment by the selection panel is binding on both parties subject to staff qualification requirements, satisfactory DBS Disclosure, pre-employment medical screening and satisfactory references.
- 6.2 If the DBS clearance is not received prior to start date, the Trust will complete a risk assessment before new starters start work within the Trust. The Board delegates the authority from CEO to the Director of Finance & HR to complete the risk assessment which is agreed and signed off by the CEO.