



Perins MAT Recruitment Process and Policy

The Perins Multi Academy Trust

Approved by The Perins MAT Trust Board (16th July 2020)

Signed by Chair of Trustees:

Executive Headteacher:

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1.0 COMMITMENT AND PURPOSE

The purpose of this policy is to define the strategic approach of The Perins MAT (“The MAT”) to recruitment and selection activity and to establish a consistent framework for the application of these activities.

This policy applies to all recruitment activity within The MAT and its associated trading subsidiaries.

The Board of Trustees 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 MAT 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, therefore, 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.
- Create a safe environment for all The MAT’s students by operating safer recruitment practices in line with statutory guidance (including but not limited to Keeping Children Safe in Education – (KCSIE)).

2.0 SCOPE

This policy applies to all those who carry out work at any of the academies and associated trading subsidiaries in the MAT, whether paid, voluntary, supplied by an agency or under contract of service.

3.0 LEGAL CONTEXT

The legal requirement for recruiting employees and workers to work at The MAT includes provisions specifically to protect its students from harm; following these provisions is an essential part of its duty of care. Relevant Statutes are highlighted in [Staffing and employment advice for schools](#) (Departmental advice for school leaders, governing bodies, academy trusts and local authorities) and attention has been paid to KCSIE.

This Policy is underpinned by:

- Legislation specifying employment rights (MAT Staff).
- Equality Legislation
- Legislation and guidance for the protection of children.
- Legislation, policy and guidance giving rights of access to information at all of the stages of recruitment process.

This policy does not form part of any employee's contractual terms and conditions.

4.0 ROLES AND RESPONSIBILITIES

4.1 THE BOARD OF TRUSTEES is responsible for:

- ensuring that this document is reviewed and ratified on a regular basis
- for appointing the Executive Headteacher/Chief Executive Officer (EHT/CEO) Chief Financial Officer (CFO), Headteacher of Sun Hill Junior School and School Business Manager (SBM)
- for sitting on selection panels for Senior Leadership Team (SLT) roles and /or senior support staff roles

4.2 THE EHT/CEO is responsible for:

- ensuring that this Policy and related procedures is being followed fairly and consistently
- sitting on selection panels for SLT roles and/or Senior support staff roles.
- ensuring that staffing is reviewed and approved against budget for all academies within The MAT
- ensuring that all staff involved in recruitment and selection processes (including those maintaining the Single Central Register ("SCR") are given opportunities for training)
- promoting the safeguarding and welfare of children and young people at every stage of the recruitment process

4.3 HEADTEACHERS are responsible for:

- leading and managing on all recruitment and selection and on making final decisions on appointments, subject to approval from the EHT/CEO
- ensuring that staffing is reviewed and within budget for the academy
- promoting the welfare and safeguarding of children and young people at every stage of the recruitment process
- ensuring that the recruitment process is fair and equitable
- ensuring that all SLT posts are adequately trained in safer recruitment practises

4.4 THE SLT are responsible for:

- undertaking and participating in recruitment and selection for their appropriate areas of responsibility
- promoting the welfare and safeguarding of children and young people at every stage of the recruitment process
- ensuring that the recruitment process is fair and equitable

4.5 HR AND PERSONNEL are responsible for:

- ensuring that all staff have access to the latest version of this Policy and related procedures
- supporting the interviewing and appointment process
- ensuring all pre employment checks are completed satisfactorily and raising any concerns where necessary
- completion of all necessary administration from advertisement to offer
- supporting appropriate and prompt induction processes

5.0 DELEGATION OF AUTHORITY

In respect of the position of the EHT/CEO, CFO and SBM and Headteacher of SHJS, the responsibility and authority to appoint lies with Trustees. The responsibility and authority to appoint HTs, DHTs and other

members of SLT lies with the EHT/CEO although Trustees must participate in the interviewing and selection process.

The Board of Trustees has delegated the power to offer employment for all other MAT posts to the CEO/EHT.

HTs and DHTs, must seek authority to recruit through consultation with the EHT/CEO.

6.0 SELECTION PANELS

Selection panels for all MAT posts will comprise of a minimum of three people and will reflect the nature of the post and the panel must have knowledge and understanding of the needs of the school as well as the confidence to carry out the process effectively.

In accordance with the statutory requirement in KCSIE 2019, every selection panel must have at least one member who has undertaken accredited Safer Recruitment Training. It is the aim of The MAT to ensure that all panel members who are supporting the EHT/CEO or Headteacher with recruitment to also be safer recruitment trained.

Individuals must avoid conflicts of interest during the recruitment and selection process by not sitting on a selection panel if they know and/or have a personal connection or relationship with a candidate. Similarly, internal and external applicants may request that the members of a selection panel be changed if they become aware of a potential conflict of interest.

7.0 SAFER RECRUITMENT TRAINING

All SLT within The MAT will undertake the training in Safer Recruitment, as should those members of staff (and trustees as relevant) that may be expected to assist with the recruitment process. All Team Leaders will be encouraged to partake in this training. Training should be refreshed regularly.

Although there are no specific requirements as to the number of Trustees that should be safer recruitment trained, Safer Recruitment Training will be made available to them on an ongoing basis.

A list will be maintained of those who have completed accredited safer recruitment training, including date of course.

8.0 VACANCY DETERMINATION AND INITIATING RECRUITMENT ACTIVITY

8.1 REVIEWING STAFFING STRUCTURE

The importance of safeguarding and protecting students attending The MAT is promoted as much as possible throughout the recruitment process in order to deter would be abusers.

All recruitment will be planned carefully to ensure that there is enough time to recruit safely.

Whilst it is recognised that appointments often need to take place speedily to ensure continuity of provision for the students of The MAT and to attract candidates, a timeline should be mapped out and planned by the EHT/CEO, HT or recruitment panel at the outset, working backwards from the anticipated start date.

Although timelines for the appointment of staff may vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period, no appointment process will cut corners by avoiding the measures described in this document.

The Board of Trustees will review leadership vacancies in accordance with the current needs of each individual school. This will include the EHT/CEO, HT/DHT's pay range, job description/person specification and the key tasks the new EHT/CEO/HT/DHT will need to address, having regard to school improvement.

Subject to the delegation of authority detailed above, where a vacancy relates to any other position within The MAT's existing staffing structure, it is the EHT/CEO and HT's responsibility to determine that a vacancy exists and to review whether any such vacancy is to be filled or reviewed before initiating any recruitment activity.

Where the EHT/CEO wishes to create a new position which is in addition to the agreed staffing structure of The MAT or the school, the EHT/CEO will present a case including identifying the cost (with on-costs) bearing in mind any budgetary constraints for such a position to the Board of Trustees for approval. Once approved, the EHT/CEO can initiate recruitment activity as appropriate.

8.2 PLANNING FOR RECRUITMENT

Prior to undertaking recruitment activity for vacancies other than the EHT/CEO and members of the SLT, the HT will, working with a DHT/Senior manager as appropriate, ensure that the job description and person specification are reviewed and an accurate reflection of the role to be filled.

The EHT/CEO will make a determination as to whether a role is to be filled on a permanent, fixed-term, temporary or any other basis.

Job descriptions will, as a minimum include:

- Job Title
- Grade of position

- Job Purpose
- Line management details
- Specific responsibilities
- the post holder's specific responsibility for the welfare and safeguarding of children and young people across The MAT
- Person Specification
 - Qualifications required
 - Professional Registration if required
 - Skills competencies, knowledge and previous experience
 - The requirement to be cleared by the Disclosure and Barring Service (DBS) for work with children and other pre employment checks

Each requirement in the person specification will be graded as either essential or desirable and will be used for shortlisting purposes.

Once authority to recruit has been granted, a request to recruit form must be completed and signed by both the delegated recruiting manager and the EHT/CEO.

8.3 ADVERTISING VACANCIES

It will be normal practice for all vacancies to be advertised.

Advertisement may be either internally (for example on school noticeboards or on the school intranet site) or externally (such as via the Education Jobs website), depending on the type of vacancy, the nature of the contract which exists and the current nature of the recruitment market

If the EHT/CEO decides (for good reason) that the appointment should be restricted to internal applicants, the internal selection process should match the selection process for staff following external advertisement.

When advertising externally, The MAT will ensure that school staff are aware, to allow current members of staff to apply, should they wish to do so.

EHT/CEO, CFO, and HT vacancies will be advertised externally unless the Board of Trustees has good reason not to do so. Where the Board of Trustees makes a determination not to advertise, it will minute

the reason for this decision. The vacancy will be advertised in such a manner as the Board of Trustees considers appropriate taking into consideration the best way of reaching the target audience and the level of exposure the advertisement will receive. Advice will always be sought from the MAT's external HR advisors before deciding not to advertise.

Advertisements may only be placed by the PA to the EHT/CEO and the Office Manager at SHJS. Authority to recruit must always be obtained from the EHT/CEO before any advertisement is placed.

Advertisements will include:

- Job Title
- Name of MAT and School
- Clarification that employee will be employed by The MAT with confirmation of individual academy or whether it is a central position
- Salary Scale (including monetary value and actual pro rated salary) and TLR if applicable
- Hours of work and type of contract
- Purpose of the role
- Any essential qualifications and experience required
- Any unsocial hours
- How to obtain further information
- Closing date
- Invitation to specify whether an applicant has a disability and is likely to require any special facilities or equipment for the job interview
- A statement that if applicants have not heard from the school by a certain date, they may assume that their application has not been successful
- Reference to Child Protection Policy
- DBS and other pre employment checks required
- Reference to the MATs policy on recruitment and selection
- A safeguarding statement: "The Perins MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, along with other pre-employment checks."
- An equal opportunities statement
- a statement regarding the declaration of convictions, under the Rehabilitation of Offenders Act 1974 (as amended)
- Necessary information needed to attract suitable candidates to the post and to The MAT/ school.

All applicants will have access to an application pack that will be posted on the website.

Jobs are advertised electronically. The MAT will use the Hampshire County Council (“HCC”) School Recruitment website where the local authority publish to the public electronically. Teaching jobs are also advertised on [The National Job Site for Teachers](#). All jobs will be advertised on The MAT websites.

If the field of applicants is felt to be weak the post may be re-advertised.

9.0 APPLICATION PACK

All adverts will include a link to the relevant Candidate application pack and will include the following:

- Covering letter from HT of individual academy
- Job description and person specification
- Application form
- Guidance notes for applicants
- A link to Child Protection Policy and The KCSIE 2019

10.0 SHORTLISTING AND SELECTION PROCESSES

The shortlisting and interview panels will normally be made up of the same members of staff to ensure consistency and fairness.

During the shortlisting process, all applications will be assessed equally against the same criteria, without exception or variation.

The MAT uses standard application forms and will accept only application forms that have been approved by The MAT. CVs will not be accepted as a method of application.

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 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.

11.0 EQUAL OPPORTUNITIES

The Board of Trustees 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.

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

Applicants will be asked to complete an Equal Opportunities monitoring questionnaire when they apply for a post. The results of these questionnaires will be held separately and will not be part of the selection process.

Applicants will not be eliminated from the shortlist on the grounds of

- Disability
- Gender or Gender reassignment
- Pregnancy
- sexual orientation
- race
- marital or civil partnership status
- religion or belief
- age
- spent convictions unrelated to the job
- political affiliation
- trade union membership.

Other than where an Occupational requirement applies and where The MAT can prove that an employment preference is based on a protected class characteristic and is reasonably necessary.

The Equality Act 2010 limits the circumstances when an employer can ask general health related questions before a job offer has been made. Accordingly, prior to making an offer of employment to an applicant, health-related questions will only be asked to help The MAT to:

- decide whether there is a duty to make any reasonable adjustments for the applicant to undertake any part of the assessment/selection process
- decide whether an applicant can carry out a function that is essential (“intrinsic”) to the job once reasonable adjustments are in place
- monitor diversity among those making applications for job
- take positive action to assist people with disabilities

Accordingly, applicants will not be asked, as a matter of course, to complete generic health questionnaires as part of the application process.

12.0 REFERENCES

References will be requested prior to interview where 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 to be explored. References requested at this stage of the process will exclude requests for health information.

Reference requests will ask the referee to confirm:

- The referee’s relationship with the candidate
- Details of the applicant’s current post and salary
- Performance history
- All formal time limited capability warnings which have not passed the expiration date
- All formal time limited disciplinary warnings which have not passed the expiration date
- Details of any substantiated allegations or concerns relating to the safety and welfare of children

- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, The MAT will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children

13.0 INVITATION TO INTERVIEW

All persons invited for interview will be informed in writing of the required pre-employment checks and asked to bring relevant documentation with them on the day of the interview. This letter will be sent by the PA to the EHT/CEO or the Office Manager at SHJS on their behalf.

The letter will re-iterate The MAT's commitment to safeguarding and provide the details that each candidate must bring with them to verify their identity and right to work in the UK. A check list will be provided in the letter along with details of what will be expected of them during the interview process. A Rehabilitation of Offenders Act 1974 declaration form will also be completed and checked on the day of interview.

The letter will detail what is expected of the applicant on the day of interview and will provide information about who to contact if they have any questions. Teaching positions and positions that are student facing will involve a student interaction of some kind. Details of which will be included in the invitation letter.

Non-teaching roles may involve other activities to assist the panel in their decision making. This could be specialist specific in-tray exercises or data analysis. The task will always be of an appropriate and commensurate of the grade and role advertised.

14.0 CONDUCT DURING INTERVIEW

Those conducting the interview will be expected to be well presented and prepared as they are representing The MAT and the academy where they work.

Prior to the interview the selection panel should have

- Prepared appropriate competency-based questions for the role
- Prepared appropriate questions to test the applicant's suitability to work with children and young people (safeguarding)
- Identified any areas for further probing, e.g. if a criminal record has been declared or if there are gaps in employment and/or discrepancies between references & the application form
- Agreed assessment criteria which reflect the person specification

- Agreed a structure for the interview (including who is asking what)

One person on the panel (usually the scribe – PA to EHT/CEO or Office Manager at SHJS or Personnel Team representative) will welcome the candidate to school and must ensure that they take copies of necessary documents.

15.0 OUTCOME OF SELECTION PROCESSES

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.

Any offer of employment made to the preferred candidate will be made conditionally, in writing, subject to satisfactory completion of pre-employment checks.

In EHT/CEO, CFO and SBM recruitment, the selection panel, which will either include or be made up of Trustees, will make a recommendation to the Board of Trustees for the appointment of one of the applicants, with the determination of whether to appoint sitting with the Board of Trustees and not the selection panel.

For all other appointments, the power to appoint is in accordance with the delegation of authority detailed above.

A decision is normally made at the conclusion of the interview, but in exceptional circumstances those undertaking the selection may need to reconvene.

16.0 PRE-EMPLOYMENT CHECKS

The following details will need to be collated and satisfactory before an individual can start work.

- References and employment history
- Right to work in the UK
- Verification of identity
- Verification of qualifications
- Verification of professional status where applicable
- Satisfactory DBS check

- A clear Children's barred list check
- Prohibition Order For all staff commencing employment from 1st April 2014 and those with a teaching qualification, even if they are not applying for the post of teacher; verification that they are not subject to a prohibition order issued by the secretary of state, which prevents them from teaching. This is done by checking the NCTL's Employer Access Online System
- Overseas check (where the applicant has lived or worked outside of the UK for 12 months or more in the last 10 years)
- Childcare disqualification – (If the academy in which the applicant will be based provides education and/or before and after school clubs or activities for pupils up to the age of 8, completion of a declaration confirming that they are not personally disqualified)
- A satisfactory section 128 Prohibition check where applicable
- Medical clearance

A Rehabilitation of Offenders Act 1974 declaration form should also be completed and checked on the day of interview.

The Board of Trustees recognises its statutory responsibility to carry out pre-employment checks for all new staff as well as to update the SCR prior to new staff commencing employment.

The Single Central Register (SCR) will be maintained by the Personnel department for The MAT through SIMS for Perins School, and the Office Manager at Sun Hill Junior School and will be audited every term by the Chair of the Pay and Performance Committee. The HT of each academy within The MAT is also expected to review the SCR against personnel records throughout the year.

Any unsatisfactory pre-employment checks may lead to the consideration of withdrawal of a conditional offer of employment.

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 EHT/CEO may determine to allow an individual to commence employment in regulated activity prior to the receipt of a 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.

The EHT/CEO/HT is required to record the risk assessment and the decision, monitor the situation every 14 days (as required by the statutory guidance on safer recruitment) until the certificate from the DBS is received and to be accountable for the decision to allow the employee to start.

The MAT will not consider the re-use of a check obtained for a job in a different school or organisation (portability), even if the check was undertaken recently. It accepts that the EHT/CEO may refer to the existence of a previous check pending an application for an enhanced criminal record certificate as part of the risk assessment in justifiable circumstances.

17.0 AGENCY STAFF

For individuals who work at the school via an employment agency, the individual academy will obtain written notification from the agency that the necessary checks that The MAT would normally otherwise perform have been carried out, prior to engaging the individual. The academy will also check that the individual arriving at the school for work is the same person on whom the checks have been made.

18.0 SCHOOL DIRECT AND ITT

For trainee/student teachers who are salaried by The MAT through Perins Innov-8, The MAT will ensure that all necessary checks are carried out.

For other trainee/student teachers, it is the responsibility of the initial teacher training provider to carry out the necessary checks and for The MAT to ensure that such checks have been undertaken prior to deployment.

19.0 SELF EMPLOYED

Self employed people engaged directly by The MAT will be subject to the same checks as would be the case if they were employed by The MAT. Details will be kept by the SBM.

20.0 VOLUNTEERS

Volunteers, including Trustees, Member sand Parent Representatives will be subject to the same checks as would be the case if they were employed by The MAT.

21.0 OFFERS OF EMPLOYMENT

When the interviews have been completed, the recruiting manager/HT should make a recommendation to the EHT/CEO so that the decision may be scrutinised. The recruiting manager/HT must not make an offer of employment before EHT/CEO approval has been received.

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.

The Pre-employment checks must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

22.0 INDUCTION

All new employees will be provided with an induction programme which will cover all relevant matters of MAT Policy and in particular promoting the safeguarding and welfare of children and young people.

In the event that several staff have a start date in September, an induction day will be organised for all new starters.

For 'ad hoc' starters, induction will be organised with the Team Leader and Designated Safeguarding Lead ("DSL").

23.0 RETENTION OF RECRUITMENT RECORDS

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 12 months after the interview date to ensure that, if there are any claims raised, The MAT is able to rely on its records to justify its judgment and decision.

After this period, these records will be confidentially disposed of. This paperwork will be kept securely in the EHT/CEO's/Headteacher's office.

For staff appointed to work at the school, 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 SCR.

Information will include:

- Application form signed by the applicant
- Interview notes – including explanation of any gaps in employment history
- References (minimum 2)
- Proof of identity
- Proof to work in the UK
- Proof of academic qualifications relevant to post
- Certificate of Good Conduct (where applicable) which may include EEA sanctions and restrictions
- Evidence of medical clearance from Occupational Health
- Evidence of DBS clearance, barred list check
- Evidence of section 128 direction (where applicable)
- Offer of employment letter and signed contract of employment
- Disqualification under the Childcare Disqualification Act 2006

The MAT will destroy information obtained by a vetting exercise as soon as possible or within six months. A record will be retained on file and the SCR.