



# Midsomer Norton Schools Partnership

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LST: AWI/CHO

## RECRUITMENT AND SELECTION POLICY

It is the policy of the Trust to achieve a consistent and equitable approach to recruitment and selection which will be used by all those involved in this procedure. Throughout the operation of this policy the safeguarding of children will be paramount. The policy aims to deter, identify, and support the schools in the Trust in rejecting people who may be unsuitable to work with children and may present a risk of abuse to children. Safer recruitment practices are considered at every stage of the recruitment process.

In addition to safer recruitment, the policy seeks to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by the school to enrich the education of students. This policy takes account of relevant legislation, case law and best practice in human resource management.

### Policy Statement

**The Midsomer Norton Schools' Partnership 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's commitment will be publicised on all recruitment advertising, candidate information including person specifications and job descriptions.

This Trust complies with the mandatory requirement to undertake safer recruitment training as approved by the Secretary of State. This training is provided by the Children's Workforce Development Council (CWDC) and any person in the Trust who interviews an applicant for a post or where a selection panel is appointed for that purpose will have undergone safer recruitment training.

### Policy Aims and Principles

The aims of the Trust's Recruitment and Selection Policy are as follows:

- to ensure compliance with all relevant recommendations and statutory guidance
- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- to ensure that all job applicants are considered equitably and consistently
- to ensure all relevant equal opportunities legislation is adhered to and that all job applicants are not treated unfairly or discriminated against on the grounds of race, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age
- to ensure that the Trust meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment and vetting checks.
- to ensure the Trust meets statutory obligations in keeping a record of pre-employment and vetting checks for the Single Central Record.
- to make certain that all staff involved in the recruitment and selection of staff take responsibility for familiarising themselves with and complying with the provisions of this policy and the requirements of Keeping Children Safe In Education.

## **Equal Opportunities**

The Trust is committed to providing equality of opportunity for all and ensuring that all stages of the recruitment and selection process are fair. Recruitment and Selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.

## **Reviewing Vacancies**

When a vacancy arises, the future requirements for the post will be reviewed before any recruitment process is undertaken. This will establish whether the current duties and responsibilities of the post still exist, have increased, decreased, or changed in any way, taking into account developments that are predicted or anticipated in the foreseeable future.

The following approval should be completed and signed off by either the CEO, Finance Director or Services Director prior to the advertising of any vacancy across the Trust.

[Appendix 1 – Staff Opportunity/Recruitment/Vacancy review form](#)

## **The Recruitment Process**

The selection panel will be decided by the CEO/headteacher in accordance with their delegated responsibility. They will:

- Agree the panel member responsible for scrutinising the applications prior to short listing and references prior to interview
- Agree a timetable with panel members
- Review the job description and person specification and ensure any necessary re-evaluation of grade, salary and conditions of service is undertaken when necessary
- Draft the advertisement and covering letter or delegate this to one member
- Plan the methods of assessment to be utilised during the selection process.

A selection panel will always be of at least 2 people, preferably a minimum of 3, one of which will have been trained in safer recruitment training.

## **Job Description**

The job description will describe the purpose, scope, duties and responsibilities of the job. The existing job description will be reviewed before a new post holder is recruited to check that the duties, responsibilities and grading of the post are still correct. The job description will provide the basis of the selection procedure along with the person specification. Safeguarding responsibilities will be clearly set out in all relevant documentation including the Person Specification.

## **Person Specification**

Every post will have a person specification. It will be reviewed along with the job description before recruitment is undertaken. The person specification may identify both essential and desirable criteria which are required to perform the duties of the post. The selection panel will use the specification at both shortlisting and interview.

The person specification should indicate how the requirements of the post will be tested and assessed during the selection process.

## **Job Evaluation**

The following will be utilised to support the grading and designation of posts:

- Leadership Group - National Standards for Headteachers
- Posts of Responsibility for Teachers - The criteria for the award of Teaching and Learning Responsibility (TLR) payments, in line with the school's pay policy and staffing structure.
- Support Staff Roles will be evaluated and benchmarked using nationally recognised Job Evaluation schemes.

## **Application Form**

All applicants will be required to complete all sections of the Trust School's standard application form. Most posts will also require the submission of a covering letter of application.

Where an application is made on line, arrangements will be made for candidates to sign the declaration when attending for interview.

## **Advertisements**

Consideration will be given by the panel to where the post should be advertised and will include the use of:

- internal staff notice boards
- the on line School's Recruitment Service
- local press or media
- the School's own website

Only essential elements of the person specification will be included in the advert, not desirable criteria. The school's safer recruitment policy statement will appear in the advert. Only genuine occupational qualifications will be included.

## **Scrutinising and Shortlisting**

After the closing date and prior to shortlisting taking place, the delegated panel member will scrutinise all application forms.

Discrepancies, anomalies or concerns identified will be considered during shortlisting and further investigated prior to interview. If the candidate is selected for interview, they will be explored during the selection process.

At shortlisting the qualifications, experience, knowledge and skills of the candidate will be assessed against the essential and desirable criteria of the person specification. The following principles will be followed:

- All members of the panel will be involved in the short listing
- Short listing will be based only on the information contained within the application form and letter
- The criteria will be consistently applied to all applicants
- Applications will be measured against the selection criteria and not other applications
- For teaching and teaching assistant posts, applicants will be tested against key safeguarding measures using competency based interview questions
- Selection criteria may be weighted to recognise more important aspects
- Unless it is one of the criteria for the post, the application form should not be used as a test of literacy
- All gaps in employment or any discrepancies in applications will be explored at interview and explanations sought
- All applicants will be asked if they wish to declare anything in the light of the requirement for an Enhanced CRB/Independent Safeguarding Authority check
- Where the Disability Discrimination Act may apply to the applicant, further advice will be sought in applying the short listing criteria
- Any requirement for formal qualifications will be linked to the requirements of the post.
- Candidates will not be given priority, nor discriminated against, because they hold a higher qualification than specified.
- The reasons for selecting or rejecting candidates for short listing will be recorded.
- A critical re-appraisal of the original documentation will take place if a sufficient field is not secured before re-advertisement

## **References**

References will be taken up prior to interview. Wherever possible, adequate time will be allowed between short listing and interview in order for references to be scrutinised. If, in exceptional circumstances, references are taken up after the offer of an appointment has been made, the selection panel will ensure that the references are obtained, scrutinised and any concerns resolved before the appointment is confirmed.

Applicants will be asked to provide the details of two referees. One referee will be the applicant's current or most recent employer. If the applicant is not currently working with children but has done so in the past, details will also be requested of that employer. References will be sent to work based addresses. No open references or testimonials will be accepted, nor references from relatives or people solely in the capacity as friends.

Referees will be supplied with a copy of the job description and person specification and will be asked:

- About their relationship with the candidate. (e.g. how long they have known the candidate and in what capacity.)
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the post.
- How the candidate has demonstrated that they can meet the requirements of the person specification.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, details will be requested of their concerns.

In addition, the applicant's current and/or previous employers will be asked about any previous disciplinary record or concerns in relation to safeguarding. Information provided about past disciplinary action or allegations will be considered in the circumstances of each individual case and will not automatically rule out an applicant before the selection procedure.

The referee will be informed that they have a responsibility to ensure the accuracy of the reference and that it does not to the best of their knowledge, contain any misstatements or omissions and that relevant factual content of the reference may be discussed with the applicant.

The nominated panel member will scrutinise the references before interview and seek clarification where necessary. Any issues will be taken up with the applicant during the interview.

References will be verified by telephone following any offer of employment and recorded on the Single Central Record and employees personnel file..

### **Selection Process**

Candidates shortlisted for interview will, wherever possible, be given at least 7 days written notice of the procedure. Candidates will be informed what selection procedures will be included in the recruitment process and approximately how long it will take. Candidates will be asked to bring all relevant documentation to verify qualifications and form of identity to the selection procedure. They will also be asked to bring, in a sealed envelope, a list of any convictions, spent or otherwise, they may hold and any sanctions imposed by a regulatory body. Arrangements will be made to copy the documentation of the successful candidate for retention on file.

Candidates should be asked if they have any specific requirements that need to be taken into account. Where necessary, advice will be sought in relation to making adjustments under the Disability Discrimination Act.

The selection process for people employed to work with children should always include a face to-face interview, even if there is only one candidate. The interview will assess the candidate against the job requirements and explore their suitability to work with children. The content of the questions will be planned by the panel beforehand and will reflect the guidance on Safer Recruitment from the DfES (DCSF).

If, for whatever reason, references were not available before the interview, the candidate will be asked if there is anything they wish to declare or discuss as a response to the questions that will have been put to the referees. They will be informed that the appointment will not be confirmed until responses to the range of checks and references have been received.

### **Offer of Appointment**

The successful candidate will be verbally informed of the intention to offer them the post. It will be made clear that this does not constitute a formal offer of appointment and that a number of checks are required before such an offer can be made. Any written communication will also make this clear.

In the event that the candidate does not take up the appointment any decision to offer the appointment to a second choice candidate will be taken by the whole panel.

Unsuccessful candidates will be advised as soon as possible after the interview. All documentation relating to the selection process will be retained for 6 months.

Whenever possible, the panel will review the process and communicate any learning points to the wider group of those undertaking recruitment for the school.

Feedback will be offered after the recruitment process to all applicants.

An offer appointment to the successful applicant will be conditions upon:

- the receipt of two satisfactory references
- verification of the candidate's identity
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH
- a check of the ISA Barring Lists and satisfactory CRB Enhanced Disclosure

### **Induction**

The importance of a structured induction process for all new appointments is recognised to ensure that new recruits are effectively initiated into their jobs and integrated into the School. Induction will be tailored to meet the individual staff groupings.

### **Monitoring and Evaluation**

This policy will be monitored through:

- Feedback from applicants.
- Staff turnover – reasons for leaving.
- Feedback from selection panels.
- Reflection from Headteacher on effectiveness of appointments.



**MIDSOMER NORTON SCHOOLS' PARTNERSHIP  
STAFF OPPORTUNITY/RECRUITMENT/VACANCY REVIEW FORM**

SCHOOL

<b>Post Details</b>								
Title of the post:								
Is the post specified in the budget?				<b>Is the Post:</b>			<b>X</b>	
				An existing permanent post?				
				A new permanent post?				
				An existing fixed term contract?				
				A new fixed term contract?				
Current/previous postholder (where applicable):				Expiry date of current contract (where applicable):				
Anticipated start date for the appointment:				Anticipated end date for the appointment: (for fixed-term staff):				
Reason for fixed term appointment:								
Salary grade:								
Range £				<u>Min £</u>		<u>Max £</u>		
Will the postholder be responsible for managing staff?				<b>YES</b>		<b>NO</b>		
Tick all boxes that apply:								
<b>Full-time</b>		<b>Part-time</b>		<b>All year round</b>		<b>Term time only</b>		
If part-time, number of hours worked per week:				If term time only, number of working weeks per year:				
Estimated Annual Cost inc on costs:								
Working Pattern:								
Hours of Work (24hr clock)								
Hours of Work (24hr clock) (Excluding Breaks)		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Start								
Finish								
Other Possible Trust Roles:								

**Please include/attach job description and person specifications where possible**

Recruiting Manager ..... Print Name .....

Approval ..... AWI/AWY Date .....