

Policy C2 Recruitment

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1. Introduction

- 1.1 The policy has been developed to ensure that the University of Brighton Academies Trust follows robust, rigorous and fair recruitment practices.
- 1.2 The Trust is committed to safeguarding the welfare of children and young people. This policy reflects safer recruitment practices as detailed in the statutory guidance documents 'Keeping Children Safe in Education (September 2019)' and 'Working Together to Safeguard Children (March 2018)', seeking to deter, reject or identify candidates who are unsuitable for working with children.
- 1.3 The Trust is committed to Equality of Opportunity and opposes all forms of discrimination. This policy reflects the requirements of the Equality Act 2010 and Public-Sector Equality Duty by ensuring there are fair and non-discriminatory recruitment and selection practices.

2. Scope

- 2.1 This policy applies to all substantive and fixed term posts.
- 2.2 The principles of best practice as outlined in this policy apply to the recruitment of short-term appointments, casual workers and secondments.
- 2.3 In the case of agency workers, the Trust shall obtain written confirmation from the agency that appropriate checks have been conducted and are legally compliant.

3. Roles and Responsibilities

- 3.1 The Executive Team has overall responsibility to ensure that the staff establishment meets the operational and strategic needs of the Trust.

- 3.2 Principals/Managers (hereafter referred to as 'Managers') are responsible for efficient workforce planning to meet the current and future needs of their respective academy/department.
- 3.3 Finance is responsible for ensuring that recruiting decisions are financially viable and fully funded through approved budgets and/or external funding arrangements.
- 3.4 Recruitment Administrators, including those who have local responsibility for administering the recruitment process, will be required to do so in accordance with the provisions of this policy.
- 3.5 HR is responsible for developing, maintaining and overseeing implementation of the provisions within this policy. In addition, HR is responsible for providing information, support and guidance on recruitment related matters to both staff and candidates. HR are also responsible for the maintenance and development of the Trust's Applicant Tracking System (ATS) and associated processes.

4. Principles

- 4.1 The Trust seeks to recruit the best candidate for a position based on merit and in accordance with employment law.
- 4.2 In the case of teaching positions, it is the Trust's policy to normally appoint qualified teachers or those who are working towards qualification.
- 4.3 All recruitment and selection decisions are free from unlawful discrimination on the grounds of gender, marital status, religion, nationality, race, colour, ethnic origin, political belief, sexual orientation, age, gender re-assignment or disability. Such characteristics may be lawfully considered where there is a genuine occupational requirement.
- 4.4 Personal information is requested during the application stage for employment monitoring purposes only. This information is not accessible to hiring managers and is not used for decision making purposes.
- 4.5 All those involved in recruitment and selection decisions will normally have received appropriate training or instruction from the Trust's HR department. Where this is not the case, HR advice must be sought. The Chair of an interview panel must have completed Safer Recruitment training.
- 4.6 All recruitment and selection decisions will be objectively assessed. If a member of staff involved in the recruitment and selection process has a close personal relationship with a candidate, they must declare this and will be excluded from being involved in any decision-making process.
- 4.7 Advice must be sought from the HR department if it is proposed to recruit a candidate who has a close personal relationship with another member of staff within in the academy or department, even if the employee has been excluded from the recruitment process.
- 4.8 All internal candidates who meet the essential criteria of the person specification will automatically shortlisted to interview.
- 4.9 All candidates who declare a disability will automatically be shortlisted to interview if they meet the essential criteria of the person specification.
- 4.10 If a candidate declares a disability, the Trust will seek to make reasonable adjustments at all stages of the recruitment process to make this an inclusive experience.
- 4.11 The recruitment process should be planned and initiated as early as possible. Timescales should be sufficient to promote equality of opportunity and broaden the pool of candidates.
- 4.12 All documentation relating to recruitment will be treated confidentially and used, retained and disposed of in accordance with the General Data Protection Regulations. It is the Trust's policy to retain applications from unsuccessful candidates for an approximate period of 12 months unless

instructed otherwise by the candidate. The ATS will manage candidate data in accordance with this policy.

5. Authorisation to Recruit

- 5.1 Recruitment of any position should not proceed without first obtaining authorisation via the relevant approval route. Subsequently, no offers of employment should be made without completing the relevant recruitment processes regarding advertising and selection.
- 5.2 A Recruitment Administrator is required to complete a job request form through the ATS which contains details of the post. If this post is not fully funded or results in a cost variation of above £10,000 to the existing staff establishment, a business case will also be required.
- 5.3 The completed request will initially be sent via an automated, electronic process to the Manager for checking and approval before continuing to the next stage of the process.
- 5.4 The recruitment request will be considered by HR and Finance. In certain circumstances, consideration will be required by the Executive Team (*see 'Staff Establishment Protocol' document*).
- 5.5 HR and the Recruitment Administrator will be notified automatically by the ATS as well as the Hiring Manager requesting the approval.

6. Advertising

- 6.1 An advertisement must be added to the job by the Recruitment Administrator as detailed in 5.1. This will provide an introduction to the Trust, the Academy (if applicable) and the role.
- 6.2 All substantive or fixed term posts will normally be advertised internally and externally concurrently. This will ensure that we appoint the best possible candidates for the post, selected from as wide a pool as possible.
- 6.3 On occasion, posts may be advertised internally (i.e cross-Trust) where there is a number of possible candidates and it is believed that there is a strong likelihood of being able to appoint internally.
- 6.4 The advertisement will contain an explicit statement that emphasises the Trust's commitment to both safeguarding and equal opportunities.
- 6.5 An 'application pack' will accompany the advertisement. This includes:
 - A current and accurate job description
 - A person specification that contains relevant, objective and assessable essential and desirable criteria
- 6.6 All advertisements (this includes both internal and external) will be placed on the Trust's website as a minimum. Additionally, vacancies in West Sussex academies will be advertised on the West Sussex Service for Schools website, vacancies in East Sussex academies and central services will be advertised on the East Sussex County Council website, as well as other sources agreed with the Hiring manager.
- 6.7 Advertisement timescales must be reasonable. Internal vacancies will normally be live for a minimum of 1 week and external vacancies will be live for a minimum of 2 weeks.

7. Shortlisting

- 7.1 Application forms are completed via the ATS. Should a manual application form be received, the details of this will be uploaded into the ATS by the relevant administrator. CVs will not be accepted as an alternative to an application form although they may be uploaded through the ATS to automatically populate the employment and qualification details of the form.

- 7.2 Shortlisting should be carried out by a minimum of two people who have received appropriate training or instruction from the HR department (see 4.5).
- 7.3 All applications should be checked to ensure that they are fully completed. Any anomalies, discrepancies or gaps in service should be identified. If appropriate and subject to shortlisting, these will need to be explored at interview.
- 7.4 The shortlisting criteria will reflect the requirements of the job description and person specification. This will be objectively applied consistently to all candidates, with assessment based on the evidence provided in the application form. Normally only candidates who meet the essential criteria of the post will be shortlisted (see *'Shortlisting Form'*).
- 7.5 References will be sought for all shortlisted candidates prior to interview where authorisation has been given.
- 7.6 If the field of applicants is felt to be unsuitable, the post may be re-advertised.

8. Interviews

- 8.1 Shortlisted candidates will be invited to a face-to-face interview for all appointments. The candidates will receive advanced notification of the date, time, venue, interview panel and process. Shortlisted candidates must be asked if any reasonable adjustments are required to enable them to participate in the interview. Where practicable, candidates should be given between 1-2 weeks' notice.
- 8.2 An interview panel should comprise of a minimum of two people. Every effort should be sought to ensure this is a gender balanced panel. The chair of the panel must have completed safer recruitment training.
- 8.3 The questions asked during interview will be the same for all candidates. They must provide opportunity for a candidate to demonstrate the extent to which they meet the requirements of the job description and person specification. This must always include a question which assesses a candidate's knowledge and/or attitude towards safeguarding as appropriate.
- 8.4 If anomalies, discrepancies or gaps in service were identified at shortlisting these must be discussed and accounted for during the interview (see 7.3).
- 8.5 Hiring managers may feel it is necessary to incorporate a job-related task to the interview, giving the candidate an opportunity to demonstrate the skills required for the role. Selection activities must be fairly and consistently applied to all candidates. It is expected that teaching posts require an observed lesson delivery and management posts require a presentation on a role-related subject.
- 8.6 Interview questions and tasks must be pre-determined and consistently applied to each applicant. They will be scored objectively and consistently in accordance with the Trust's Candidate Assessment Form.
- 8.7 The interview panel will compare aggregated scores for each candidate. Where there is a difference with the highest scoring candidates, they should discuss the scoring rationale and seek to obtain a unanimous outcome. Where this is not possible, HR advice must be sought.

9. Appointment

- 9.1 An appointment will only be made where a candidate's total scores exceed 'average' as per the Candidate Assessment Form. The panel have the discretion to increase the required score overall and/or for specific questions to reflect the needs of the role.
- 9.2 The post will be offered to the highest scoring candidate. Subject to meeting the required minimum score, a reserve candidate may be identified by the panel. The reserve candidate will automatically be offered the role in the event that the successful candidate declines the post upon the initial offer.

If the highest scoring candidate initially accepts the job offer and subsequently declines this, HR and the panel chair will decide whether the post will be offered to the reserve candidate.

- 9.3 Should the Manager desire to offer a salary which exceeds the amount originally agreed by the Trust, further approval must be obtained using the original approval route.
- 9.4 If there are unusual circumstances surrounding a potential offer of employment then advice must be sought from HR before an offer is made. An example of this would be a situation where a candidate has a personal relationship with an employee or where a query is raised regarding relevant qualifications.
- 9.5 Offers will be made in line with the Trust's Pay Policies for both Support and Teaching Staff.
- 9.6 It is the responsibility of the panel chair to notify all candidates of the outcome of the interview and give feedback to unsuccessful candidates if requested.
- 9.7 Any offer of appointment is subject to receipt of relevant and statutory pre-employment checks including:
- Two satisfactory references, one of which must be from the candidate's current or most recent employer where applicable
 - Verification of ID
 - Enhanced DBS certificate if the role involved regulated activity
 - Confirmation of right to work in the UK
 - Fitness to carry out the duties of the role
 - Verification of professional qualifications, including evidence of Qualified Teacher Status (QTS) and evidence of completion of the statutory induction year for Newly Qualified Teachers (NQTs) if applicable.
- 9.8 Support and Management roles are offered subject to completion of a successful probationary period.

10. Policy Status and Review

Written by	HR Manager
Owner	Head of HR and Operational Development
Status	Approved
Equality Impact Assessment	Initial Impact Assessment Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Full Impact Assessment Yes <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
JCC Consultation date	09/10/2018 – 31/10/2018
Approval date	14/11/2018 (Remuneration & HR Committee) 12/08/2019 - Procedural update 25/11/19 (Remuneration and HR Committee)
Review date	13/11/2021
Comments	This policy applies to all staff