



## Recruitment and Selection Policy

Author	E Price / C Bowyer	Source	BCC Model Policy
Approved by	FARR Committee	Review	Statutory
Last Review	May 2026	Next Review	May 2029

### Details of Policy Updates

Date	Details
16/05/2023	Section 9, include information on individual on-line searches
16/05/2023	Section 10, include request for two references, of which one needs to be from the current or most recent employer. Also, if necessary jobs will be offered subject to satisfactory references and a risk assessment will be completed.
16/05/2023	Section 19, include leadership in probationary period.
08/05/2026	HR Provider replaced with HR Manager throughout
	Integra replaced with SAMpeople throughout
	Section 2 & 19 Updated to reflect changes to Employment Rights Act 2025
	Section 4 & 6 – removal of reference to ‘Disqualification by Association’ as no longer applies to schools
	Section 4 Governors changed to Headteacher only.
	Section 7a E-teach replaced with MyNewTerm TES replaced with DfE Teaching Vacancies
	Section 9,10 & 14 Updated to reflect changes to KCSIE 2025
	Section 21 added – Record Retention
	Appendices removed and replaced with links and/or detail on access to templates added to Section 16.

## Index

1. Policy Statement .....	3
2. Equalities .....	3
3. Procedure.....	4
4. Prior to Advertising.....	4
5. Safer Recruitment.....	4
6. Disclosure and Barring Service (DBS) Checks .....	5
7. Advertising .....	5
8. Applications .....	6
9. Shortlisting .....	6
10. References .....	6
11. Assessment Methods.....	7
12. Invitation to Interview .....	7
13. Selection .....	8
14. The Offer.....	9
15. Right to Work in the UK .....	9
16. Administration .....	10
17. Commencement of Employment.....	10
18. Induction.....	10
19. Probation Period .....	10
20. Complaints .....	11
21. Record Retention.....	11

## **1. Policy Statement**

This Trust is committed to recruiting fairly and safely. This policy provides a framework for recruiting and selecting appropriately experienced and qualified employees, fairly and transparently. To support the Trust's commitment to social inclusion the best candidate will be appointed irrespective of race, gender, disability, nationality, sexuality, age, marital status or religion.

The trustees will ensure that all staff, governors and trustees involved in recruitment and selection are appropriately trained, including ensuring that at least one member of every recruitment panel is trained in Safer Recruitment.

The job title of Headteacher is interchangeable with Head of School in all North Star Academy Trust's policies.

## **2. Equalities**

The Trust aspires to have a workforce that reflects the diversity of the city's population. This Trust will implement recruitment practices which support this aim and give due consideration to positive action, reasonable adjustments and equalities initiatives which can help to address any under representation.

The trustees and governors will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.

The Trust is committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace, including premises & equipment, duties, practices or policies.

Under the Employment Rights Act 2025, the Trust recognises that protection from discrimination applies throughout the entire recruitment process, including:

- Job advertisements and descriptions
- Application processes
- Shortlisting and assessment
- Interview and selection
- Offer and onboarding

The Trust will proactively identify and remove any barriers that may prevent candidates with protected characteristics from applying or being successful in the recruitment process.

### **3. Procedure**

This procedure applies to the recruitment of all posts in this Trust.

Headteacher recruitment will be undertaken by the CEO in discussion with the Chair of Trustees and the local governing body. Recruitment of ELT members will be undertaken by the CEO in discussion with the Chair of Trustees. Recruitment of the CEO will be carried out by the Board of Trustees and an educational specialist as required.

### **4. Prior to Advertising**

For most roles the headteacher will lead the recruitment process, but they can delegate this to appropriate members of the senior leadership team. For members of the Executive Leadership Team it will be the CEO/Board of Trustees.

The recruiting manager will:

- Review the need for the job. The Headteacher should determine if the post needs to be filled, or if there are alternative ways of achieving the same results.
- Where the vacancy is not permanent ensure the reasons why are clear and that these reasons are put into supporting paperwork.
- Where the vacancy is as a result of a restructure ensure that the trade unions have been consulted.
- If there are significant changes to the job, the post needs to be evaluated to determine whether the changes affect the grade of the post.
- Check that the job description and employee specification do not include any discriminatory criteria and are clear and concise.
- Check that the employee specification includes a criterion under special features regarding safeguarding so that candidates and employees are aware that appropriate disclosure and barring checks will be undertaken.

### **5. Safer Recruitment**

This Trust is committed to ensuring the safeguarding of its pupils through the use of a safer recruitment process.

Safer recruitment training is a legal requirement and is available on-line or in person from a number of providers. At least one member of every recruitment panel must have been trained in Safer Recruitment. The Board of Trustees and each local governing body will nominate at least one person to undergo the full training.

All recruitment will follow the current guidance on Safer Recruitment.

## **6. Disclosure and Barring Service (DBS) Checks**

All posts in schools are subject to satisfactory DBS checks. This information should be included in the advert and the further details for the post.

Candidates' identities will be checked at interview as part of the process. The documents which can be used to check identity are found at [Guidance on Right to Work from Business Link](#).

Any gaps which appear in an application form which are not accounted for should be followed up by questions at interview.

Recruiting Managers should check the foreign history of overseas applicants. The DBS website gives instructions on how to access other countries' information.

[Disclosure and Barring Service Web site](#).

## **7. Advertising**

All jobs of three months' duration or longer will be advertised.

Internal and external applications will be invited if there is a need to improve diversity, and / or attract new perspectives.

Advertising can be restricted to an internal advert only where:

- There is sufficient diversity in the team/workgroup of the school and there are sufficient suitable candidates to compete for the vacancy.
- As a consequence of an internal reorganisation where to make an external appointment would lead to a need to reduce that work group.
- In the case of amalgamating schools where special arrangements apply.

### **7a. Where to Advertise**

Advertising is important to attract the best possible applicants to apply for the job.

Posts will be advertised where they will be seen by appropriately qualified potential applicants e.g. MyNewTerm, local newspapers, DfE Teaching Vacancies, the school's bulletins/newsletters local shops/community centres. The specific location will depend on the post that is being advertised.

School vacancies are advertised mainly (but not exclusively) with MyNewTerm, DfE Teaching Vacancies and other national or local publications, the school website and on social media.

The school will determine the most appropriate form of advert for the post, including the use of 'signpost' adverts which will be published in the local press and specialist media,

giving job title, pay and contract type. The advert will 'signpost' applicants to the school (or school's website) where full information about the vacancy will be available.

The closing date for receipt of applications will usually be 14 days after advertising.

## **8. Applications**

The Trust will use its standard application forms for teachers and support staff for "people applying to work with children or vulnerable adults" which will be placed with MyNewTerm.

The recruiting manager will arrange for the receipt of applications within the school by someone who is not involved in the process and has no interest in the position.

The forms will be stored confidentially until they are passed to the recruiting manager for shortlisting.

## **9. Shortlisting**

The recruiting manager and at least one other member of the interview panel will independently shortlist applicants against the essential criteria on the employee specification.

Records of shortlisting must be of sufficient detail to allow constructive feedback to be given to applicants upon request. Therefore, panel members must record sufficient reasons why applicants have not been shortlisted.

Any disabled candidate who meets the essential criteria or who may do so with reasonable adjustments will be shortlisted.

If successfully shortlisted the HR Manager will also be conducting an individual online search including social media platforms of the applicants 'name, education and employment', to demonstrate due diligence following the 'Keeping Children Safe in Education' guidance. The search will not form part of the actual shortlisting process and any concerns arising from the search will be discussed directly with the applicant.

## **10. References**

Two references must be sought for all shortlisted candidates. References should be requested before interview wherever possible, to allow any concerns to be explored at interview.

The first reference must be from the candidate's current or most recent employer. If the candidate is not currently working with children but has done so previously, a reference must be obtained from the employer where they last worked with children.

References must:

- Be from a senior person with appropriate authority
- Confirm the referee's satisfaction with the applicant's suitability to work with children
- Provide facts (not opinions) about any substantiated safeguarding allegations that meet the harm threshold
- Not include information about unsubstantiated, unfounded, false or malicious allegations

References should be scrutinised before the interview by the recruiting manager and should be available wherever possible for the panel at interviews. Any concerns raised must be resolved satisfactorily before any offer of employment is confirmed.

The Trust will not accept open references (e.g., 'to whom it may concern') or rely on applicants to obtain their own references.

If necessary, jobs will be offered subject to satisfactory references however the Trust will complete a risk assessment until the two references are received.

All pre -employment checks will be completed before new employees start work in the Trust.

### **11. Assessment Methods**

Assessment centres, occupational tests or role plays where appropriate, will be considered to aid recruitment.

Occupational tests are a useful way of selecting candidates and require them to demonstrate their ability to undertake tasks within the job.

Assessment methods will include a face-to-face interview.

Advice is available from your HR Manager, and those responsible for school improvement within the Trust on assessment centres and Occupational tests.

Invitations to interview will inform the candidates of any tests or presentations which will be required

### **12. Invitation to Interview**

All shortlisted candidates will be invited to interview in writing.

The invitation will advise the day, date, time and venue of the interview and give details of the selection process which will be used. It will also ask candidates to bring suitable original documentation to check

- Qualifications

- Identity
- The right to work in the UK

### **13. Selection**

All candidates must be subject to the same selection process which will include an interview.

Reasonable adjustments must be made available to any disabled candidate and these should be recorded. Advice is also available from the Trust's HR Manager.

A minimum of two people will be on the selection panel and three people for headteacher interviews.

Where possible interview panels will be diverse in terms of gender and race, and where a candidate has declared as disabled, in terms of disability.

Interviews will be structured and planned.

The panel will draw up and agree interview questions. Questions should include Warner style questions (or Value-based interviews) as well as questions about qualifications, previous experience, competencies etc. The interview panel should be clear of positive and negative indicators in the answers. All candidates should be asked the same questions but supplementary questions may be asked, and questions to clarify particular information, e.g. from application form should be asked.

The outcomes of any assessment processes must be recorded on an interview assessment form. If the panel does not unanimously agree who the successful candidate should be, the panel member(s) who disagree(s) with the majority opinion or with the decision of the chair of the panel, will record their opinion on the assessment form and sign it.

The assessment form will identify all those candidates who meet the criteria and are appointable and allow them to be ranked in order of merit based on the objective assessment. Candidates who meet the criteria and who are appointable but were not the best candidate on the day can be identified as 'reserve' candidates for 12 months. Records must also be kept of candidates who did not meet the criteria, with clear reasons given as to why they did not meet the criteria.

All other notes from the assessment process which panel members may have made as an 'aide memoir' can be destroyed or added to the recruitment file. Where they are included in the recruitment file applicants can request to see them under the Data Protection Act.

Records must include agreed feedback to be given to candidates upon request. Where requested, feedback should be given within 10 working days, or as soon as possible.

#### **14. The Offer**

Job offers will be made conditional upon satisfactory completion of all pre-employment checks, including:

- Medical clearance
- Enhanced DBS check with barred list information (where appropriate)
- Overseas Checks (where required)
- Verification of identity and right to work in the UK
- Verification of qualifications
- Satisfactory references

Employment must not commence until all mandatory checks have been completed. In exceptional circumstances, where an individual is permitted to start work in regulated activity before the DBS certificate is received, the school will:

- Ensure all other checks (including a separate barred list check) have been completed
- Ensure the individual is appropriately supervised
- Carry out a risk assessment

This will only apply where the DBS application has been made and the certificate is awaited.

Successful candidates will be paid in accordance with the Trust's pay policy.

#### **15. Right to Work in the UK**

There are laws in place to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

A potential employee will be asked to provide original documentation in accordance with Government Guidance: [Guidance on Right to Work from Business Link](#)

The school will check and copy the relevant pages of the documentation and retain the information on the personal file. The school will use the Home Office Online Checking Service as required.

All job applicants will be treated in the same way and will be required to produce the relevant documentation before any job offer is confirmed. Failure to produce the relevant documentation will result in the job offer being withdrawn.

If there is any uncertainty about an individual's right to work, the school will contact the Home Office Employer Checking Service or seek legal advice before proceeding with the appointment.

## **16. Administration**

Starter documentation needs to be completed for the Trust's payroll provider. Once all recruitment and paperwork checks are completed, the details are added to the HR system and school Single Central Record (SCR) for each staff member. This includes Right To Work checks and DBS details once the certificate has been seen. All recruitment templates are stored in the Trust SharePoint recruitment folder.

## **17. Commencement of Employment**

All new starters will receive an induction pack from the Trust which will include the Staff Handbook and Code of Conduct declaration.

## **18. Induction**

Induction is a continuation of the selection process. The line manager needs to effectively structure induction to ensure that new recruits are properly integrated into their job and the Trust.

## **19. Probation Period**

All support staff and leadership staff appointed to the school are subject to a six-month probation period, including those with previous local government service.

Probation is an important time for both managers and new staff to settle in to a new role and to identify whether they are able to undertake the job to the required standards.

During the probationary period, the school will assess whether the employee is suitable for the role. Under the Employment Rights Act 2025, all employees have protection against unfair dismissal from their first day of employment. This means that any decision to terminate employment during the probationary period must be fair, reasonable, and follow proper procedures including:

- Clear communication of performance expectations
- Regular feedback and support
- Formal probationary review meetings at appropriate intervals
- Written warnings where performance concerns arise
- A fair process if dismissal is being considered.

Managers should use the Trust's probationary policy and guidance documentation on the Trust's HR system, SAMpeople, to structure and record the probation period.

## **20. Complaints**

Complaints regarding the appointment process should be made in writing to the headteacher, CEO or Chair of Trustees as appropriate.

If the complainant is not satisfied with the response given s/he can appeal against it to a panel of governors/panel of trustees.

Support and advice are available from the Trust's HR Manager.

## **21. Record Retention**

The school will retain recruitment records in accordance with data protection legislation and safeguarding requirements.

Recruitment records for successful candidates will be retained on their personnel file for the duration of their employment and for 6 years after employment ends, or longer where required by safeguarding legislation.

For unsuccessful candidates, the school will retain:

- Application forms and interview notes for 6 months after the appointment is made
- Records relating to any safeguarding concerns or allegations will be retained for at least 10 years or until the individual reaches normal pension age, whichever is longer.

All records will be stored securely and in compliance with UK GDPR and Data Protection Act 2018.