



LIFE Education Trust

## RECRUITMENT AND SELECTION POLICY

<b>Policy</b>	<b>Recruitment and Selection Policy</b>
<b>Staff Consulted</b>	<b>March 2023</b>
<b>Policy adopted by Trust Board</b>	<b>7<sup>th</sup> March 2023</b>
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<b>Implementation Date</b>	<b>30<sup>th</sup> March 2023</b>
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<b>Policy Source</b>	<b>Own Source</b>

# LIFE Education Trust Recruitment & Selection Policy

## 1.0 Purpose and Scope

- 1.1 We believe that we are only as good as our people, and that to deliver great pupil outcomes is to have the right people working in every single part of our Trust.
- 1.2 This policy applies to the recruitment and selection of all employees.
- 1.3 All colleagues involved at any stage of recruitment and selection must follow this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must also act in accordance with this policy.
- 1.4 This policy complies with:
- ACAS advice and the Equality Act 2010.
  - DfE statutory guidance on Keeping children safe in education.
  - DBS Code of Practice.
  - Data Protection Act 2018.
- 1.5 The Policy does not form part of the terms of an employee's contract with the Trust.

## 2.0 Principles

- 2.1 The Trust is committed to ensuring equity in recruitment and selection and reasonable adjustments will be considered to ensure any applicant is not disadvantaged by the recruitment process.
- 2.2 Recruitment decisions will be made on the basis of the applicant's abilities and qualities measured against the published criteria for the role
- 2.3 The recruitment process should take place in a timely, flexible and cost-effective manner.
- 2.4 The selection criteria and the reasons for selection decisions must be formally recorded.
- 2.5 All pre-employment checks must be carried out and have been deemed as satisfactory before an employment can commence employment with the Trust.
- 2.6 The Trust will not unfairly discriminate against any candidate for employment on basis of conviction or other details revealed with each case being decided on its own merits.
- 2.7 Employees will only be transferred to another role without it being advertised, where they are either at risk of redundancy, or for health reasons or as a result of a disciplinary or capability process.
- 2.9 Decisions made with regard to implementing this policy will be in accordance with the Trust's Scheme of Delegation.
- 2.10 The Trust will monitor and report on recruitment in relation to diversity.

## 3.0 Identification & Authorisation

### 3.1 Identification

#### 3.1.1 *Replacement of Departing Employee*

The Recruiting Manager shall review the role description, person specification and working pattern of the vacant post to ensure that the actual requirements of the role will be recruited to.

#### 3.1.2 *Creation of New Role*

A new role is when either significant changes are made to the role description, person specification and/or working pattern of a current role or for a role not in the employee establishment.

#### 3.1.3 *Organisational Change*

There may be unfilled vacancies arising as a result of organisational change.

### 3.2 Authorisation

3.2.1 Authorisation for recruiting to identified vacancies is as set out in the Trust's Scheme of Delegation.

## 4.0 Advertising

4.1 All vacancies will be advertised internally across the Trust except in the following circumstances:

- Where the role has been filled by a fixed term contract employee for at least one year.
- Where the role has been covered by a seconded employee for at least one year.
- Where an employee or group of employees are identified "at risk" of redundancy and a suitable vacancy arises for redeployment.
- Where an appointment could lead to permanent employee being placed at risk of redundancy.

4.2 All those who work within the Trust should have access to all advertised vacancies.

4.3 It is at the discretion of the appropriate Educational Leader or Executive Team member whether a vacancy should also be advertised externally.

4.4 The use of employment agencies for recruitment of employees in any circumstances can only be used with the approval of the Chief Executive Officer. For the recruitment of the Chief Executive Officer this would need to be approved by the Board.

## 5.0 Applications

### 5.1 LIFE Employees

5.1.1 A statement from the applicant to demonstrate their suitability for the role will be sufficient.

### 5.2 All Other Applicants

5.2.1 Will need to complete and return the appropriate application form for their application to be taken any further.

## 6.0 Shortlisting

6.1 Decisions should only be made based on the information submitted by the applicant and assessed against the published selection criteria for the role.

6.2 Any applicant who has indicated that they have a disability and meets the selection criteria must be shortlisted.

6.3 Decisions made for each applicant must be recorded.

## 7.0 Selection Methods

7.1 As a minimum the selection process will be an interview. This also applies where there is only one candidate to interview.

7.2 Any form of assessment or test must relate to the published selection criteria for the role and the outcomes can be objectively measured.

7.3 Under no circumstances can a candidate be appointed who fails to meet the minimum selection criteria.

7.4 Decisions made for each candidate must be recorded.

## 8.0 Informing the Candidates

8.1 Candidates must be informed of the outcome and are entitled to receive feedback on request.

8.2 The successful candidate will receive an offer of employment which is conditional on the receipt of satisfactory pre-employment checks.

## 9.0 References

- 9.1 References can either be taken up after shortlisting with the candidates consent or after an offer of employment has been made.
- 9.2 For internal candidates their employment records will be subject to review.
- 9.3 Any concerns from the references received or information found must be raised with the Chief People Officer in the first instance.

## 10.0 Online Searches

- 10.1 For external candidates, a google online name search should be used at the same time as when their reference is being taken up.
- 10.2 This search will be undertaken by LIFE HR and any information identified that may make a candidate unsuitable for employment will be raised with the Chief People Officer in the first instance.
- 10.3 LIFE employees will not be subject to an online search.

## 11.0 Right to Work in the UK/Identification

- 11.1 All successful external candidates must have submitted proof of identity and of their legal right to work in the United Kingdom before being able to commence employment.

## 12.0 DBS (Disclosure & Barring Service)

- 12.1 An enhanced DBS disclosure is required for all successful external candidates and should be taken up prior to commencing employment.
- 12.2 It may be possible to allow an individual to start work before the DBS certificate is available but it will need to be raised with the Trust's Safeguarding Advisor in the first instance.
- 12.3 Any information be identified that may make a candidate unsuitable for employment must be raised with the Trust's Safeguarding Advisor in the first instance. in the first instance.
- 12.4 If the DBS check discloses information that the successful candidate has not already declared then this must be raised with the Chief People Officer in the first instance.

## 13.0 Occupational Health Clearances

- 13.1 Successful external candidates who complete and return a Pre-employment Health Assessment form will be referred to the Occupational Health provider.
- 13.2 Any issues that arise will need to be discussed with the successful candidate before confirming appointment. Where there are concerns that they may not have the appropriate level of fitness required for the role, then this must be raised with the Chief People Officer before any decision on their employment is made.

## 14.0 Additional Checks

### 14.1 Teaching Services Check

- 14.1.1 This check is to be undertaken for any successful candidate who is either appointed in a teaching role or a former teacher who has applied for a non-teaching role.

### 14.2 Qualifications

- 14.2.1 Successful candidates may be required to provide proof of qualifications, training, licences, membership of professional bodies where they are a requirement of the role.

## 15.0 Retention of Records

- 15.1 Information on unsuccessful applicants will be retained for 6 months from either the date when the successful candidate was appointed or in the case where no appointment is made, 6 months from the date that the recruitment and selection process was concluded.
- 15.2 Successful applicants who take up the role the information will be transferred to their employment records.