

## Recruitment and Selection Policy

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“Learning together; to be the best we can be”

## 1. Introduction

- 1.1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2. This recruitment and selection policy has been produced in line with DfE guidance "Keeping Children Safe in Education" and best practice guidance in other education settings.

## 2. Aim:

- 2.1. This policy and the following procedures ensure that:
  - the recruitment of all staff, permanent, temporary, fixed term contracted or supply, is conducted in a fair, effective and economic manner;
  - equal opportunities legislation is adhered to and that any candidates are not discriminated against;
  - the most cost effective use is made of any resources used in the recruitment and selection process; and
  - children and young people that are part of our schools' communities are safeguarded from harm.

## 3. Scope

- 3.1. Nexus Multi Academy Trust aims to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust and its constituent schools and services; therefore, the recruitment process should be a positive experience for all.
- 3.2. The procedures supporting this policy outline the process that will be followed when recruiting any staff.
- 3.3. The Chief Executive Officer has ultimate responsibility for the recruitment of employees in the Trust, and is accountable for the effectiveness of this to the Trust Board.

- 3.4. The Chief Executive Officer will work in partnership with Directors and Local Governing Bodies when appointing Headteachers and/or members of the Senior Leadership Team.
- 3.5. However, recruitment of all other school staff is delegated to the Headteacher, who will configure the selection panel and process as they see fit. The recruitment of Central Trust staff is delegated to the appropriate Line Manager.
- 3.6. All schools in Nexus Multi Academy Trust opens their doors to volunteers and people that would like experiencing working in a Special Educational Needs setting.
- 3.7. These individuals can generally help within the classroom and improve the experience of our children and young people.
- 3.8. All volunteers must complete an enhanced DBS disclosure form if they have regular contact with children or young people. Regular contact is described as 3 or more times in a 30-day period.

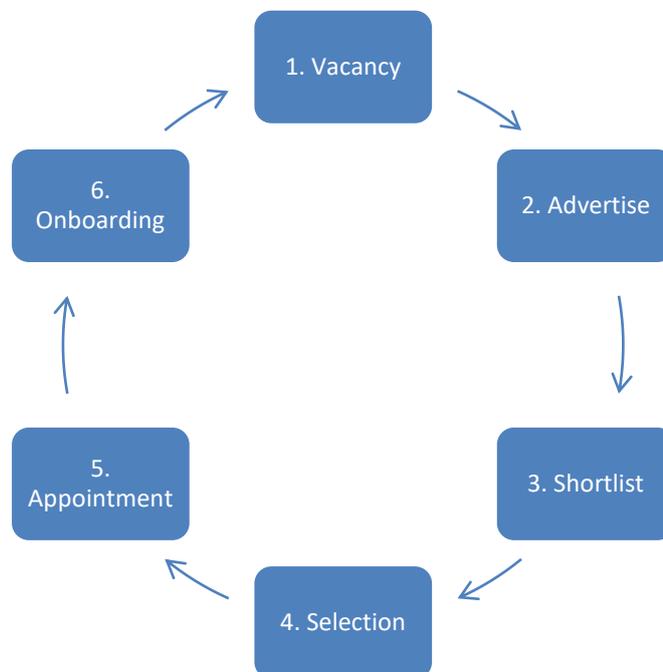
## 4. Recruitment and Selection Procedures

- 4.1. **Appendix One** shows the process that should be followed when recruiting staff. It highlights who needs to be involved, at which stage and how long the process should take. The following paragraphs highlight important features of the recruitment and selection process, and 4.3 onwards outlines the specific approach for specific employment opportunities.
  - 4.1.1. Any post should be advertised, as a minimum, on the Trust and schools websites. However, in some cases, where the Headteacher and Chief Executive Officer agree, a ring-fenced process may be utilised whereby a vacancy is offered to a specific cohort of staff e.g. if there is a requirement for an acting arrangement to cover short term sickness in a school's senior leadership team, the vacancy may be ring-fenced to teachers with a TLR;
  - 4.1.2. All posts must be subject to open advertisement usually internally and / or externally. Where there is the need to appoint to a post permanently

and it has previously been advertised either internally and/or externally, the Trust may confirm an incumbent in post permanently without having to repeat the selection process (though the post **must** have been subject to open advertisement at some stage);

4.1.3. In line with this, it is essential that any appointee is subject to rigorous and objective assessment of their suitability for any appointment, though it is not necessary for a formal selection process to be repeated. This is at the discretion of the Trust.

#### 4.2. Recruitment and selection cycle



## 5. Internal vacancies

5.1. Where the Trust has advertised a post internally, applications received from existing staff employed by the Trust should be considered strictly in accordance with the recruitment and selection process.

5.2. Internal applicants should be advised that all applicants will be selected for interview based on the quality of their applications and how well they have demonstrated they meet the requirements of the person specification. Where

internal applicants seek advice about completion of an application, they are advised to complete the application in full, including the request for two referees. They are advised to seek help from senior colleagues in school for help with their application, but this cannot be a member of the shortlisting or interview panel.

### **5.3. Secondments**

**5.3.1.** Secondments are open to all posts within the Trust, to all permanent employees except those that are within their probation period.

**5.3.2.** The Chief Executive Officer and Executive Team have ultimate responsibility to ensure that the workforce arrangements meet the operational and strategic needs of the Trust, and are accountable for the effectiveness of this to the Trust Board.

**5.3.3.** Headteachers and Senior Leadership are responsible for efficient workforce planning to meet the needs of their respective academy, including short term requirements that may be fulfilled using secondments and/or vacancies arising from an employee undertaking a secondment within or outside of the academy.

**5.3.4.** Staff with line management responsibility of seconded roles are responsible for complying with the procedures outlined in this policy, ensuring that secondees are recruited and managed in a way that reflects the principles herewith and best practice.

### **5.4. Secondment Arrangements**

**5.4.1.** A secondment is the temporary deployment of an employee into an alternative role and/or workplace.

**5.4.2.** A secondment might be agreed for a number of reasons. The Trust operates the below types of secondment:

- Internal – a different role within current academy
- Intra-Trust – a role in a different academy within the Trust or within the Central Trust

5.4.3. The types of work that may be considered for secondment include:  
(this list is not exhaustive)

- A specific project or piece of work;
- Newly created post;
- Short term appointment prior to making a permanent appointment;
- Cover for long term absence e.g. maternity, sickness .

5.4.4. Secondment does not apply to situations where employees temporarily undertake additional responsibilities or acting up assignments, for which other provisions apply. See Pay Policy for further details.

5.4.5. Secondment length is typically between three months and a maximum of two years.

5.4.6. Secondment arrangements must be agreed by all parties in a 'secondment agreement', namely the secondee, their line manager and the person managing the secondment.

5.4.7. Prior to making an application for a secondment line manager authorisation must be sought with due consideration to be given to service needs. Where a request for a secondment is denied by a line manager this should be reasonable and explained in writing to the employee within 10 working days. Employees who have had their application denied may request a review by the next level of management within a further 10 working days. This decision is final.

5.4.8. Acceptable reasons for refusing a secondment are:

- Unable or unlikely to recruit or backfill for seconded staff member;
  - The additional costs imposed will impose too great a burden;
  - Inability to reorganise work amongst existing staff;
  - Agreement to the request would have a detrimental effect on the Academy / Trusts ability to meet service requirements or demands;
- or
- would have a tangible effect on the quality of children's education

## 5.5. Secondment Process

- 5.5.1. In the interests of equality of opportunity, all secondments within the Trust will be advertised internally unless in exceptional circumstances, as agreed by the CEO. The advertisement may be limited to employees within a specific academy where appropriate.
- 5.5.2. A secondment is a voluntary agreement between the Trust and an employee. Neither party is able to insist that a secondment is offered and undertaken, and the secondees manager must agree to the employee undertaking a secondment.
- 5.5.3. Recruitment and selection will be conducted in a fair and non-discriminatory manner. Practices will be in line with the principles of the Trust's Recruitment policy.
- 5.5.4. Where a secondment opportunity is identified the vacancy details will be sent to the Central Trust HR Consultant. The vacancy will be advertised internally via email to existing Trust staff (for a minimum of one week's duration) through the central recruitment channel. Expressions of interest with secondment request forms will be received by the Central Trust and issued to the host recruitment manager for selection activity to be scheduled.
- 5.5.5. Where a secondment is confirmed, a 'secondment agreement' detailing the arrangements will be issued prior to the secondment start.

## **5.6. Management and Communication**

- 5.6.1. On a day-to-day basis, the secondee will report to and be managed in line within the hosts reporting structures. The host's line management responsibility and related performance management practices will apply, including appraisal arrangements.
- 5.6.2. Before the start of a secondment, the employee and their substantive line manager should agree communication arrangements during the secondment period. In the case of long-term secondments, the line manager and the secondee will normally begin to make arrangements for the employee's return no later than two months before the secondment ends.

5.6.3. Any matters of concern that need to be addressed formally will be dealt with by the line manager of the employee's substantive post who retains responsibility of for the employment relationship however, this will be in collaboration with the host.

## 5.7. Continuity of service

5.7.1. Continuity of service continues to accrue during the period of secondment, unless the employee takes a break from employment before or after the secondment, as the employer remains Nexus MAT.

## 5.8. Contractual terms

5.8.1. If the secondment position is in a different staff category from the employee's substantive position, different terms and conditions may apply. This will not affect continuity of service.

5.8.2. In accordance with Sections 1-7 of the Employment Rights Act 1996 a 'Secondment Agreement' will be sent to an employee confirming any of the terms and conditions of employment listed in those sections of the Act which will change as a result of the secondment. Examples include changes to job role, salary, hours of work, place of work.

5.8.3. Internal and Intra-trust secondments on the same grade will be at the same rate of pay as the employee's substantive post. If the secondment is to a higher graded post, the salary will normally be at the lowest scale point of the relevant grade. During a secondment, whether internally or externally, salary awards and increments will take place as normal. Upon completion of the secondment, the employee will return to their substantive grade and scale point subject to any adjustments that took place during the period of the secondment.

5.8.4. Secondments may be full time or part time. In the event that secondees amend their usual working hours for the duration of a secondment, the terms and conditions will be amended accordingly, including pro-rata arrangements if applicable. If the secondment is on a full-time basis, the secondees are expected to fully relinquish the responsibilities of their substantive position upon commencement of the secondment.

5.8.5. The host organisation is responsible for the payment of salary during the secondment period.

5.8.6. HR policies and procedures will continue to apply to all secondments. A secondee will be expected to comply with policies and procedures of the Trust and host organisation, including health and safety, safeguarding and other statutory related provisions.

## 5.9. Early completion of a secondment

5.9.1. On some occasions it is possible that a secondment might end early. For example, an employee might be seconded for six months to work on a project and that project might conclude after four months. In such a situation the employee will return early to his/her original job, unless there are other tasks that can meaningfully be undertaken to complete the period of secondment.

## 5.10. Extension of a secondment

5.10.1. On some occasions it is possible that the period of the secondment reaches an end, but the tasks which the employee was seconded to do have not been completed. For example, an employee might be seconded to work on a project for six months but the project is not completed when that period comes to an end. In such a situation the line manager of the secondment and the employee's original line manager will discuss any possible extension with the employee.

## 5.11. Terminating a secondment

5.11.1. A secondment may be terminated early by mutual agreement, or by either party giving notice as agreed and confirmed in the secondment agreement. This will usually be a minimum of four weeks.

5.11.2. If the employee is dissatisfied with any aspect of the secondment once it has commenced s/he should talk to his/her line manager (for the secondment) in the first instance. If the situation is not resolved the employee should contact the Trust HR Consultant.

5.11.3. If the seconded employee performs poorly during the secondment then the Trusts capability procedure will be followed.

## 5.12. Return from a secondment

5.12.1. The employee will have the right to return to their substantive role upon completion of the secondment. However, this might not always be possible – particularly if the secondment is for a lengthy period of time. In such situations the Trust will place the employee in a job of the same status and terms of conditions of employment that the employee enjoyed prior to the secondment.

5.12.2. If there is a restructure which affects the employee's substantive post during the period of a secondment, the secondee will be included in the consultation process and treated as if they were still in post.

## 5.13. Redundancy at the end of a secondment

5.13.1. It is possible that an employee's original job becomes redundant during the period of a secondment. If such a situation occurs consideration will be given to:

- Permanent work in the Academy where the secondment has taken place;
- Alternative work in the Academy where the employee originally worked;
- Any other suitable alternative work within the Trust

5.13.2. If there are no such opportunities that are acceptable to both the employee and the employer then a redundancy process will be followed.

# 6. External recruitment

6.1.1. Any applications received from external applicants should be considered strictly in accordance with the recruitment and selection process.

6.1.2. External applicants should have the opportunity to have the same access to information about a role as any internal applicant. All

applicants will be selected for interview based on the quality of their applications and how well they have demonstrated they meet the requirements of the person specification.

**6.1.3.** Where external applicants seek advice about completion of an application, they are advised to complete the application in full, including the request for two referees. External applicants can seek help and advice from senior colleagues in school, but this cannot be a member of the shortlisting or interview panel. All school staff offering help and advice should do so with an external candidate in the same way they would be an internal one.

**6.1.4.** External candidates should be encouraged to visit a school or site before applying for a role, and every effort should be made by the Headteacher to facilitate this.

## **6.2. Short Term Contracts**

**6.2.1.** The recruitment and selection procedures will apply in all cases. Staff employed on fixed term or temporary contracts receive the full conditions of service of permanent employees. Teachers receive the pay and conditions outlined in the School Teachers' Pay and Conditions Document (STPCD). Officers are subject to the nationally and locally negotiated conditions of service. Teachers may be employed on an enhanced daily supply rate representing 1/195th of their salary or on a term-by-term basis.

## **6.3. Temporary Contracts**

**6.3.1.** Temporary contracts are used in circumstances where the job is for a limited duration but where the exact date is not certain, e.g. to cover for maternity leave. Temporary contracts must clearly state the reason for their temporary duration, and the event that will bring them to an end, e.g. the return to work of the employee after maternity leave.

## **6.4. Fixed Term Contracts**

**6.4.1.** Fixed Term contracts differ from temporary contracts in that it is agreed at the outset that the contract will end on a specific date, e.g. where funding for the job is provided for a specified period, or to

undertake a specific task within a specified timescale. The reason for the fixed term should be clearly stated in the contract of employment. On expiry there can be no breach of contract claim, but claims for unfair dismissal and redundancy can be made. Employees must not be treated less favourably because they are employed on a fixed term contract.

## 7. Safeguarding

- 7.1. On documentation such as publicity or advertising materials, candidate information packs, letters of application and induction packs or training, the following Safeguarding statement will always be highlighted:

**Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

- 7.2. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. On all selection panels for school appointments, it is necessary for at least one person to have successfully completed the Safer Recruitment Training. It is good practice to refresh this training every 5 years although it is not a requirement. The interview panel will consist of a minimum of 2; ideally this should be 3 or an odd number.
- 7.3. It is necessary for these members of staff to shortlist as per the training that they have received, and the procedures outlined in this policy.
- 7.4. The Trust is required to maintain a single central record of the recruitment checks for all staff who are employed to work at a school and have regular contact with children and any employees that have been appointed since 12 May 2006, whatever level of contact they have with children. This must also include all staff employed or engaged as supply staff to the school whether employed directly by the school, local authority or through an agency, volunteers, Governors who also work as volunteers within the school, contractors, and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members e.g. a specialist sports coach or artist, who may have contact with children and others.

7.5. The record must indicate whether or not the following pre-employment checks have been completed:

- An application check
- An identity check
- A check to establish the person's right to work in the UK
- A check to establish the person's fitness to work (medical)
- A barred list check
- An enhanced DBS check
- A prohibition from teaching check (if applicable)
- A check of professional qualifications (if applicable)
- A section 128 management check (if applicable)
- A childcare disqualification check (if applicable)
- Reference checks
- Further checks on people living or working outside the UK
- An induction and training

7.6. **Application Form** – The Nexus Application form ensures that any candidate identifying information is removed, with candidates referred to by number and initials only. All candidates must provide their full employment/education history on the application form. Months/Years must be included so that all gaps can be accounted for. The interview should be used as an opportunity to examine the application form and probe any gaps, highlight work which is voluntary/self-employed and check referee details. If changes or additions are required to the application form these can be provided by the candidate or the Interview Lead, ensuring any marked changes are signed and dated.

7.7. **Reference Check** - The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. References will be sought before the interview wherever possible so that any issues can be discussed at interview.

A minimum of two references must be received, one must be from the present or most recent employer. If the candidate has worked with children in the past but are not currently doing so, we may also request details of a third referee details of the person by whom they were most recently employed to work with children.

References must be sent to authorised referees only, this is normally the candidates immediate line manager. References will not be accepted from friends, relatives, colleagues, or supply staff. Employment references may not always be available therefore education, self employment, voluntary work or personal references may need to be sought. Any self-employed candidates must provide a personal reference that confirms the stated period of self-employment as per their application form, from a suitable professional e.g. accountant, bank manager etc.

All references received must be legitimate - verified with compliment slip, business email address or letterhead / company stamp, checked against the application form employment dates and probed if any discrepancies. Employment references must contain a start date, finish date, job title, reason for leaving and disciplinary record details as a minimum. If information is incomplete the reference may be verified by contacting the reference provider by telephone. Wherever possible in-depth references are obtained over confirmation of dates only it is recognised that this may be in line with organizational policies. If a reference cannot be retrieved a log of contact must be maintained and this escalated to a member of SLT/HR.

All references received must be satisfactory, the offer of employment / engagement may be withdrawn where references are unsatisfactory.

**7.8. DBS / Barred List Check** - All employees must have an enhanced DBS check, processed at the point of recruitment, unless the candidate already holds an appropriate DBS check on the Update Service. To be accepted this must cover the correct workforce (child and adult), be in the correct name and be checked on the Update Service website. Candidates must provide the required identity documents to process a DBS check. Checks must cover the Adult and Child workforce, and be in the correct name –including middle names. The original DBS certificate must be sighted, and a copy taken prior to, or as a minimum on the employees first day of work. An individual assessment must be completed for any positive DBS certificates, and this escalated to SLT/HR.

**7.9. Fitness to work (Medical) Check** - All employees are required to complete a Medical Questionnaire following an offer of employment being made to verify the candidates mental and physical fitness to carry out their

work responsibilities. A candidate can be asked relevant questions about disability and health in order to establish capacity for the role. All completed medical questionnaires must be checked for any concerns. An individual assessment may be required to be completed to understand if any adjustments or support is required for the role or a referral to Occupational Health.

- 7.10. The Trust operates a secure Single Central Record management system to ensure compliance and govern the SCR information of each Academy and the Central Trust. This is also subject to an internal audit process.

## 8. Volunteers

- 8.1. The Trust welcomes volunteers from the local community who are able to make a positive contribution to our academies, by giving freely of their time and talents to enhance learning experiences and outcomes for pupils.
- 8.2. The Trust will only engage volunteers whom it is satisfied are willing and able to safeguard pupils, and to fulfil the requirements of the volunteer role that has arisen.
- 8.3. The individual Academies engagement of volunteers will be reviewed on an annual basis, and people wishing to volunteer may be required to re-apply, enter into a new Volunteer Agreement or be subject to repeat vetting checks where the Academy determines that this is required.
- 8.4. Any person wishing to become a volunteer should complete the volunteer application form and will be required to adhere to a Volunteer Agreement.
- 8.5. The Trust has adopted a robust recruitment and vetting procedure in respect of volunteers. The following checks must be carried out and satisfactory results **before** any person will be permitted to engage in volunteer activity at an Academy.

The checks to be undertaken / obtained are as follows:

- Receipt of a completed and signed application form;
- An informal interview to gauge the applicant's aptitude and suitability;

- Receipt of two satisfactory references;
- Verification of legal right to live and work in the UK;
- Verification of Identity;
- A childcare disqualification check (if applicable);
- Receipt of a completed and signed Volunteer Agreement;
- A DBS check.

8.6. The Academy may determine that due to the frequency or nature of the supervised volunteer activities that are to be undertaken, an enhanced Disclosure and Barring Service check without a barred list check is required.

8.7. Under no circumstances will a person be allowed to volunteer and undertake regulated activity on any occasion, without all of the above checks having been undertaken and responses received, along with an enhanced Disclosure and Barring Service criminal record check which contains a barred list check.

8.8. All volunteers will be provided with an induction.

8.9. The checks and the results of the checks undertaken must be recorded on the Trust / Academies Single Central Record management system.

## 9. Agency Workers / Contractors

9.1. Where Agency Workers or Contractors are engaged all academies must ensure that pre-employment checks have been carried out by obtaining written information that confirms that check information has been obtained by the employment business or supplier. On the first day in the Academy all agency workers or contractors are required to provide a copy of DBS check and Identity.

9.2. The checks and the results of the checks undertaken must be recorded on the Trust / Academies Single Central Record management system.

## 10. Recruitment Documentation

10.1. The Trust maintains a library of standard documentation templates used to support the recruitment process to ensure a structured, systematic and consistent approach to recruitment. This is for use across all schools and the central trust.

10.2. All recruitment documentation must be completed in full and signed off by the required parties.

### 10.3. **Record Keeping**

10.3.1. The Trust ensures that any documentation related to recruitment and selection, such as recruitment activity records, pre employment checks and employee personnel records, are stored in line with the Data Protection Act 1998 and the General Data Protection Regulations (2018). Please see Records Management Policy which provides information on the type of record, retention period and disposal method.

### 10.4. **Onboarding**

10.4.1. **Induction** – The Trust recognises that all new employees require adjustment in their new roles. The required support will be given to these employees through the generic Trust induction programme as well as addressing any individual needs that have been identified through the recruitment and selection process and via discussion with the Line Manager. Schools may also provide further induction activity based on their individual work environments and role requirements.

10.4.2. **Probationary Procedure** - For employees new to the Trust, the first six months of service will be a probationary period. During the probationary period, employees will be expected to establish their suitability for the post. Formal probationary period review meetings will take place at three months and six months, outside of monthly Line Manager one to ones, to discuss how the employee is progressing.

## Appendix One

# 11. Recruitment and Selection Procedure

### 11.1. Vacancy

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Analysis and Rationale for post/vacancy developed based on SIP, current budget forecast and requirements. Recruitment authorisation to be granted from appropriate source.			10 weeks prior to interview date
Determination of post details – Status – i.e. permanent, temporary Hours Rate of pay, cost implications		Information to admin to enable creation of job number.	
Development of job description and person specification <i>* to include Safeguarding statement</i>	Example / previous job description / person specification		
Along with method of criteria and shortlisting requirements.			
Determination of Recruitment and Selection (R&S) Panel.	Governors can be invited to be part of any R&S panel. It is necessary for them to be members of the panel for the appointment of any Senior Leader. The CEO and a Director must be present at Head Teacher appointments.		9 weeks prior to interview date

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Complete R&S timeline.	Example timeline		

## 11.2. Advertise

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Create job advertisement <i>* to include Safeguarding statement, and appointee is subject to an Enhanced DBS check</i>	Example / previous adverts, inclusive of mandatory statements.		
Headteacher to decide on methods of advertising.		Discuss with HR and Finance Officer options and cost implications and ask to action. Any internal or ring-fenced advert to be agreed with the CEO.	Advertise 6-3 weeks prior to interview date
Prepare application pack; to always consist of: Job description* Person specification Covering letter* Application form Child Protection / Safeguarding Policy <i>* to include Safeguarding statement</i>	The standard Nexus Trust Application Form is to be used, and includes a common set of core data from all applicants.	Action by admin team in partnership with HR provider Admin team to receive and collate necessary paperwork for short listing process.	

### 11.3. Shortlist

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Create candidate packs for panel	List of applications template	Admin to action	Closing date
Complete shortlisting matrix for each candidate, ensuring that the panel looks for gaps in employment.	Shortlisting matrix template		2 weeks prior to interview date
Inform successful candidates.  Send successful candidates an invitation to interview and ask them to bring copies of relevant ID documents and qualifications.	Interview Invitation example letter including information to candidates on the necessary paperwork that is needed at the interview  Acceptable documents guidance template	Admin to action	
Inform unsuccessful shortlisted candidates	Unsuccessful shortlisting letter template	Admin to action	
Agree selection process:  Interview questions Assessment tasks Decide venue and arrangements  Practical organisation of day  Request candidates' references	Example interview questions, ensuring that mandatory questions are included and a direct question on Safeguarding.      Example reference request templates	Admin to arrange for interview day  Admin to action    Admin to action	

## 11.4. Selection

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Circulate questions and recording form to panel.		Admin to create pro forma	Interview date
Meet and greet candidates.	<p>It is necessary at this point to copy any necessary paperwork including ID documentation and qualifications.</p> <p>Only valid, current and original documentation must be accepted and copies taken as appropriate.</p>		
Tour of the school, if required	Possible to use 'Tour Guide' to judge candidates		
Brief the panel.			
Introduction / briefing to each candidate.	Welcome candidate, explain format of interview, process and timescale after interview		
Interview / Assessment	<p>The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people.</p> <p>Ensure that a question relating to Safeguarding is asked at the interview, example questions are available.</p> <p>Complete any identified assessment tasks.</p>		
Review assessments and interview responses, apply scoring criteria.	Assessment Matrix template		
Inform successful candidate/s.			As soon as possible or next working day
Inform unsuccessful candidates and offer feedback at a later and more convenient time.	Unsuccessful letter after interview letter template		As soon as possible or next working day

## 11.5. Appointment

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
<p>Agree start date and confirm conditional appointment in writing.</p>	<p>Offer of conditional employment / engagement letter. To be sent with the following documents:</p> <ul style="list-style-type: none"> <li>• Equal Opportunities</li> <li>• Bank Details</li> <li>• Declaration of Interest Form</li> <li>• Medical Questionnaire</li> <li>• Childcare Disqualification (if required)</li> <li>• Any information required to process a Barred List / DBS check</li> </ul>	<p>Admin to action</p>	<p>At latest, 1 week after interview date</p>
<p>Pass all documents and paperwork to admin to process pre-employment checks</p>	<p>Conditional offer subject to satisfactory references, verification of identity, eligibility to work in UK, verification of medical fitness and verification of qualifications including any professional status i.e. GTC registration, QTS, NPQH, satisfactory DBS check and all will be subject to a 6-month probationary period.</p> <p>To also check if any individual assessments are required for example reasonable adjustments or any if there is anything that would stop attendance at work in line with requirements of the post or that would impact on your job performance e.g. health problems or impending legal action?</p>	<p>Complete pre-employment checks            Request Enhanced DBS            Update Single Central Record            Destroy / archive appropriate paperwork (unsuccessful applications and paperwork after 6 months)</p>	
<p>Following the satisfactory receipt of all pre-employment checks confirm appointment and start date</p>	<p>Offer of unconditional employment / engagement letter.</p> <p>Contract of employment statement to be issued (as a minimum on or before the first day of work)</p>	<p>If unsatisfactory checks or concerns are risen to escalate to SLT or HR</p>	

## 11.6. Inducting

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
<p>First day at work, new employee meets with key staff e.g. CEO, Headteacher, ST, School Business Manager etc.</p> <p>Induction completed. Documentation/policies provided including KCSIE, Code of Conduct, AUA and Safeguarding policy.</p> <p>New employee begins probationary period.</p>	<p>Induction confirmation form template</p> <p>Introduction to School/site:</p> <ul style="list-style-type: none"> <li>Map of Building</li> <li>Door codes</li> <li>Break entitlement</li> <li>Rest room facilities</li> <li>Introduction to 'buddy'</li> </ul>		<p>Start date</p>
<p>New employee to attend further induction meetings / sessions / mandatory training as required.</p>			
<p>Line Manager one: ones to be completed monthly</p> <p>Probationary period reviews take place 3 months and 6 months.</p>	<p>One:One supervision record meeting template</p> <p>Three month probationary period review form</p> <p>Six month probationary period review form</p>		