



**Minerva**  
Learning Trust

## **Recruitment Policy**

<b>Date First Published</b>	October 2018
<b>Version</b>	1
<b>Last Approved</b>	October 2018
<b>Cycle</b>	3 Years (October 2021)

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## Changes to this edition

First edition.

## **1. Purpose**

The Board of Directors at Minerva Learning Trust is committed to ensuring that the recruitment of staff who work for our academies and central services is conducted in a fair, transparent and consistent manner.

This policy sets out the guiding principles for recruitment which should be adhered to by all Minerva Learning Trust employees when appointments are made. It is recognised that there will be situations where a swift recruitment process is required due to service needs, however, in all cases the Board expects the principles of this policy to be followed. All decisions taken should be capable of standing up to external scrutiny and objective justification.

## **2. Aims**

- 2.1 Our vision is to provide an outstanding education for pupils within the Trust's academies. To deliver this our aim is to ensure we recruit the best people on the basis of their skills, abilities and suitability for the role. All applicants for any position must be assessed objectively on their individual merits, in accordance with the Trust's equal opportunities policy.
- 2.2 To ensure all applicants for jobs at Minerva Learning Trust will be considered fairly and consistently in accordance with relevant employment legislation, education legislation and Minerva Learning Trust policies.
- 2.3 All recruitment should take place in a manner which ensures the Trust maintains its commitment to safeguarding and the welfare of our pupils through compliance with the DfE guidance for Keeping Children Safe in Education, Safer Recruitment and appropriate pre-employment vetting checks.

## **3. Application**

- 3.1 This policy will apply to all vacancies, both teaching and support staff, which arise in academies or central services within the Trust whether internally or externally advertised.

## **4. Roles and Responsibilities**

- 4.1 Responsibility for recruitment will be managed in accordance with the Trust scheme of delegation and terms of reference. All those involved in recruitment of staff are responsible for ensuring they are familiar with and comply with the provisions of this policy.
- 4.2 In line with good practice, all recruitment panels will have at least one member who has successfully completed Safer Recruitment training within the previous 3 years.
- 4.3 Where possible, final recruitment panels will consist of a minimum of three people and one person will take responsibility as Chair of the Panel.
- 4.4 All panel members or anyone involved in supporting the recruitment process should declare at the short-listing stage if they know the candidate or are related in any way. This does not mean they cannot be involved in the process but ensures everyone is aware of this.
- 4.5 All panel members will ensure they maintain confidentiality and keep documentation secure throughout the recruitment process in accordance with the requirements of the General Data Protection Regulations 2018 (GDPR). All documentation should be returned to the Trust HR Service for safekeeping and future destruction in accordance with the Trust data protection policy and retention guidelines
- 4.6 The Trust HR Service will provide template documentation for the recruitment process and give advice/support to those involved

## **5. Recruitment Packs**

- 5.1 All advertised posts should have an up to date job description and person specification within the recruitment pack for candidates.
- 5.2 The person specification will set out the minimum skills, knowledge and experience required by someone to enable them to fulfil the duties required in the job description. Criteria should be objective and non-discriminatory.
- 5.3 The pack should contain information about the Trust, the relevant School or Service, and other details to enable the candidate to make an informed choice about applying to work for the Trust

## 6 Advertising

- 6.1 All permanent vacancies will be externally and internally advertised unless the Trust has agreed to ring-fence internally for operational or statutory reasons i.e. redundancy mitigation, fixed term contracts extensions or as part of a talent development programme. Temporary vacancies will normally be advertised externally and internally unless the contract period is short-term and there is a business case for only internal recruitment.
- 6.2 Where someone is on a temporary or fixed term contract which the School wishes to make permanent, the post may be advertised openly or the current post holder confirmed in post depending on the needs of the Trust. However, this may only be actioned where the current post holder had previously applied for and been interviewed for the temporary post and the Headteacher, Manager or Trust Board is satisfied there is evidence to objectively justify it.
- 6.3 All adverts will confirm the Trust commitment to safeguarding and avoid discriminatory terms or statements which may bring the Trust or Local Governing Body into disrepute or liable for claims under the Equality Act 2010. Adverts must avoid specifying requirements for the position which are potentially discriminatory on the grounds of age, sex, race, religion or belief, sexual orientation, pregnancy or maternity, gender re-assignment, marriage or civil partnership status, disability or trade union membership/non-membership as these can potentially discriminate either directly or indirectly.
- 6.4 All adverts and/or recruitment packs should clearly state the closing date, arrangements for visits to the School (where applicable), contact details for informal discussion and details of the planned recruitment process or dates.
- 6.5 All potential candidates will be required to complete the relevant Trust application form and submit this for consideration by the advertised closing date. The panel may choose to accept late applications provided shortlisting has not taken place. CVs will not be accepted and no offers should be made to any candidate without an application form.

## 7. Recruitment Process

- 7.1 Shortlisting should take place based on information in the application form against the person specification. It is acceptable to shortlist one candidate where there is only one applicant or they are the only applicant to match the criteria however the panel may choose to re-advertise to seek a wider field depending on the post.
- 7.2 Candidates should be invited for interview in writing and given sufficient notice of the arrangements to enable them to prepare, particularly where a presentation or other recruitment exercise is required. All interviews will be carried out on a face to face basis however, there may be occasions, where the panel holds an interview via video conferencing or Skype, particularly if candidates are applying from overseas.
- 7.3 The panel should ensure that arrangements for interview/assessment consider equalities issues and do not place any individual or groups at a disadvantage or discriminate on the basis of any of the nine protected characteristics within the Equality Act 2010.
- 7.4 The panel will ensure they have a core set of questions and activities for candidates and that these are applied equally and fairly to all. However, there may be supplementary questions asked of candidates to follow up their answers during the interview or where there may be discrepancies in their application form or gaps in employment which need to be explored in accordance with safeguarding requirements.
- 7.5 The selection process for every post will include exploration of the candidate's understanding of safeguarding issues and Keeping Children Safe.
- 7.6 No questions should be asked about the candidate's personal circumstances, even in small talk. Likewise, no assumptions should be made about a candidate's willingness to undertake, or suitability for, the position.
- 7.7 The panel will ensure they make appropriate notes and record their decision making during the process to enable the Chair of the panel to provide feedback to unsuccessful candidates' and ensure there is evidence of the process followed if a challenge is made. All notes and documentation will be returned by the panel to HR and retained securely in accordance with GDPR.
- 7.8 Verbal feedback will be offered to all unsuccessful candidates and should be helpful and constructive.

## 8. Making Offers and Pre-employment checks

- 8.1 References will be requested, in writing, for all shortlisted candidates including internal applicants. At least one reference must be from the applicant's current or most recent employer. The Trust reserves the right to seek references from the current employer even if the applicant has not listed them as a referee on their application form. However, the applicant will be informed this is the case prior to an approach being made to that employer.
- 8.2 Referees will be asked to confirm their relationship with the candidate, details of the candidate's current post and salary, performance history and conduct and any disciplinary action or unsubstantiated allegations involving the safety and welfare of children including whether or not the referee believes the candidate is suitable to work with children and young people.
- 8.3 The Trust will not accept open references, testimonials or photocopies of previous references during recruitment.
- 8.4 Where the panel decides to make an offer of employment following the recruitment process, it must be clearly stated to the candidate that it is conditional dependent on satisfactory completion of pre-employment checks and receipt of a satisfactory disclosure from the DBS. If the offer is accepted and all conditions are satisfied the candidate will be issued with a contract of employment.
- 8.5 The following checks must be conducted for all successful candidates in accordance with Keeping Children Safe In Education 2018:
- Enhanced DBS check with barred list for those engaging in regulated activity
  - Identity check
  - Medical clearance
  - Prohibition Order and interim prohibition order
  - Prohibition from Management Order (Section 128) (where relevant)
  - Disqualification under the Childcare Act 2006 check (where relevant)
  - EEA disqualification check (overseas teachers appointed since 01/2016)
  - Right to work in the UK
  - Overseas check (where relevant)
  - Verification of Professional Qualifications
  - References: Minimum of 2 of which one must be from current or most recent employer.
- 8.6 All contracts of employment should be issued within two months of the candidate start date in accordance with employment law.



## 9. Retention and Security of Records

- 9.1 The Trust takes seriously all obligations under the General Data Protection Regulations 2018 and expects all schools within the Trust to ensure they are operating within these requirements when processing or storing recruitment information.
- 9.2 The Trust and its schools will store securely all application forms and other recruitment documentation and retain these for six months from the date of completion of the recruitment process. All information will be securely destroyed after this period has passed.
- 9.3 The application form and other documentation in respect of the successful candidate will be retained on their employee personnel file and maintained in accordance with the Trust data security arrangements.
- 9.4 The details of the successful candidate and the pre-employment checks conducted will be added to the Single Central Record for Minerva Learning Trust and the school.

## 10. Complaints

- 10.1 Complaints from prospective candidates or unsuccessful candidates will be managed through the Trust complaints procedure and in the first instance should be addressed to the HR Director for Minerva Learning Trust.
- 10.2 Existing employees will also have access to the Trust grievance procedure and whistleblowing procedure to raise any concerns.
- 10.3 Concerns regarding data security or GDPR should be raised with the Data Protection Officer for Minerva Learning Trust via e-mail [dpo@minervalearningtrust.co.uk](mailto:dpo@minervalearningtrust.co.uk)