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| <b>Policy Name:</b>    | <b>RECRUITMENT POLICY</b>          |
| <b>Policy Type:</b>    | <b>Discretionary</b>               |
| <b>To Be Reviewed:</b> | <b>Biennially</b>                  |
| <b>Approved by:</b>    | <b>CEO</b>                         |
| <b>Date:</b>           | <b>2<sup>nd</sup> October 2025</b> |
| <b>Review Date:</b>    | <b>2<sup>nd</sup> October 2027</b> |
| <b>Policy Owner</b>    | <b>Alex Butt</b>                   |

## 1. Introduction

- 1.1 We seek to employ the best individuals to fill our vacancies who possess the essential skills and attributes to meet the current and future needs of our schools and Trust.
- 1.2 All individuals should be recruited solely on the basis of their ability and in accordance with our equal opportunity policy.
- 1.3 We will ensure that all information provided by applicants will be treated as confidential and, if successful, their details will be stored and controlled in line with the requirements of the data legislation.
- 1.4 This policy applies to all recruitment activity, including internal promotions and secondments, and including roles that are filled on a fixed-term contract basis of more than one year.

## 2. Order and Accountability

- 2.1 The recruitment process is a long and complex one and the importance of ensuring this is conducted as smoothly and professionally as possible is paramount to our success in recruitment and retention of new staff. To ensure consistency and for the avoidance of doubt the following demonstrates the process and who is accountable at each stage. A member of SLT and HR should be appointed to each recruitment campaign.

### 2.2 The following steps must be followed when recruitment is required:

- 2.2.1 Headteacher to appoint a SLT lead as the hiring manager for the campaign
  - SLT Request for appointment form filled on MyNewTerm including liaising with the finance department regarding budgets as appropriate
  - SLT Vacancy to CEO for approval
  - HR HR team to send a suitable recent recruitment pack template along with the most recent Job Description, Person Specification, Advert for the specific role to SLT lead for recruitment if requested

- SLT SLT lead for the recruitment campaign in each school to work with SLT lead/head of subject/area to draft advert, Job Description and Person Specification – these must include hours/salary/closing date/proposed interview dates which should normally be the Thursday or Friday after the closing date
- HR Check details on recruitment pack and post job on agreed boards including MyNewTerm.
- HR Applicants to be screened for QTS/QTLS, online searches and barred list checks

### 2.2.2 When applications close:

- SLT Shortlisting to be completed on MyNewTerm
- SLT SLT link to create Interview schedule
- SLT SLT link to ring applicants on the closing date to invite them to interview, answer immediate questions and confirm they will receive an invite by e-mail with further details
- HR Send formal invitation to interview with details of interview and details of ID required by close of play the day after the closing date

### 2.2.3 Interview Day:

- HR Complete ID checks
- SLT Lead collation of scores from stages of the recruitment process.
- SLT Offer position to candidate and inform unsuccessful candidates.
- SLT Confirm salary, hours etc of successful candidate to HR to move to new starter stage.

### 2.2.4 After Interview Day:

- HR Send formal offer to successful candidate commence onboarding process within 1 week of interview
- HR Send details of appointed person name, salary, flexible working arrangements and start date to ORBIS Executive Leader (Holly Cotton), HR Department  
HR@orbismat.com, ORBIS Executive Director (Alex Butt) Executive Leader (Holly Cotton) and CEO (Steph Roberts)

## 3. Authorisation to recruit

- 3.1 Each vacancy will be subject to a recruitment authorisation form being approved by the CEO of the Trust.
- 3.2 Every recruitment authorisation form submitted should justify the requirement for the position. A job description and person specification must be attached to the form.
- 3.3 Before any authorisation is given, it is important to identify:
  - if this is not a new position, whether, the workload can be absorbed into the current structure
  - whether there are any internal candidates who could transfer or develop the necessary skills
  - whether the role needs redefining
  - whether the overall structure of the team or department needs reviewing
  - whether our needs have changed and the role will still meet our needs
  - whether there is the need for temporary cover if there is a gap between the current job

holder leaving and the appointment of the replacement.

#### **4 Equal Opportunities in Recruitment**

- 4.1 It is against the Trust's Equal Opportunities Policy to discriminate either directly or indirectly on the grounds of race, nationality, ethnic origin, gender, marital status, pregnancy, age, disability, sexual orientation, gender reassignment, ethnicity, cultural or religious beliefs. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of a disability.
- 4.2 All staff are required to comply with the requirements of the Equal Opportunities Policy at every stage of the recruitment process including production of job descriptions, advertising material, instructions given to recruitment agencies, shortlisting of applications, interviewing, selection decisions and offers of employment.
- 4.3 Policies and procedures reflect our commitment to achieving and maintaining equal opportunities within the Trust. It is the responsibility of every staff member to monitor continually and evaluate formal and informal practices and procedures to ensure that they do not directly or indirectly discriminate against any individual or group of society.
- 4.4 The Trust will treat all job candidates in the same way at each stage of the recruitment process, and no assumptions will be made on the basis of, for example, appearance or a name. There will be no assumption that a foreign national or someone from an ethnic minority has no right to work in the UK.
- 4.5 Any staff member who is found to be discriminating in any way during the recruitment process will be subject to the disciplinary procedure and may be liable to dismissal.

#### **5 Data Protection (GDPR)**

- 5.1 All staff involved within the recruitment process should be aware of the data protection issues relating to the data they are handling, processing and storing. No files should be kept elsewhere within the Trust other than with the recruiting team and HR department. Candidates should be kept informed at all times as to how their data will be processed and stored and where necessary appropriate consent should be sought in order to process their personal data within the Trust. For further detail see the Data Protection (GDPR) Policy.

#### **6 Job Descriptions and Person Specifications**

- 6.1 The recruiting team must produce a job description for the vacancy which provides a fair and accurate representation of the role. The job description will include a clearly drafted person specification.
- 6.2 The job description will describe the duties, responsibilities and seniority of the post and the person specification will describe the qualifications, knowledge, experience, skills and competencies needed for the role to be carried out effectively.
- 6.3 The Job Description should be given to all candidates prior to interview or to recruiting agencies to enable individuals to prepare adequately for the interview which will improve the success of the interviewing process.

6.4 Particular care must be taken when producing job descriptions to ensure that unreasonable requirements are not placed on the job holder which cannot be objectively justified and may unfairly disadvantage certain groups e.g. women, ethnic minorities, elderly or disabled persons. The job description should be checked by HR prior to issue.

## **7. Advertising of Vacancies**

7.1 Vacancies may be advertised within the Trust to members of staff prior to external methods of recruitment being used. Wherever possible internal candidates will be considered in preference to external candidates and reasonable training and coaching will be provided to enable staff to achieve career advancement. Positions may be advertised within a department or team or to those who have specific skills or experience, rather than to all staff, due to specific role requirements.

7.2 Where it is not likely or it has not been possible to recruit within the Trust, then external methods of recruitment will be considered. These may include approaching approved employment agencies or advertising on job boards. Where there is an urgent requirement to fill a role a consultant may be appointed on an interim basis while a full recruitment process can be completed.

7.3 Any advertisement will make clear the Trust's commitment to safeguarding and promoting the welfare of children.

## **8. Shortlisting**

8.1 In order to shortlist candidates for interviews, the Trust will:

- Identify specific job-related criteria using the job description;
- Match these criteria with those detailed in the candidate's CV/application form and covering letter; and
- Use this information to select which candidates will be invited for interview.
- Complete online searches in line with KICIE requirements.

8.2 Candidates who apply for positions with the Trust, whether through a direct advertisement or a recruitment agency, will be informed of the outcome of their application as quickly as possible.

## **9 Recruitment Interviews**

9.1 The interview will focus on the needs of the job and skills needed to perform it. Questions asked in interviews should be consistent for all candidates.

9.2 Leaders conducting recruitment interviews will ensure that the questions that they ask job candidates are not in any way discriminatory or unnecessarily intrusive. A record of every recruitment interview will be made and passed to the HR department to be retained for a suitable period of time in line with data protection principles and trust retention guidelines.

9.3 At least one member of the recruitment panel must be trained in Safer Recruitment in Education although we prefer all panel members to be trained.

9.4 There will be a face-to-face interview and a minimum of two interviewers will see the

candidates for the vacant position. The interview process will explore the candidate's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen candidate can meet the safeguarding criteria.

9.5 In most cases, other tasks will be required e.g. to teach a lesson or perform an administration task.

9.6 All candidates who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted, and photocopies will be taken. Unsuccessful candidate documents will be destroyed 6 months after the recruitment programme.

## **10 Offer of Employment**

10.1 Once the most appropriate candidate has been selected using the approved scoring matrix, the appointment needs to be approved by the Headteacher and the terms and condition of the offer of employment must be confirmed by the Headteacher.

10.2 In setting a starting salary, the Trust must bear in mind the salary of existing staff in a similar role in order to ensure that inconsistencies are not created within the Trust which could be challenged under the Equality Act 2010.

10.3 An offer should be made verbally to the candidate and, once agreed; a contract of employment must be raised and sent out with the offer letter.

## **11 References**

11.1 All employment offers are conditional upon receipt of 2 references which are satisfactory to the Trust. The referees should usually be the candidate's current and previous employers although, in the case of a college or Trust leaver, a college tutor or teacher will be acceptable.

11.2 References will usually be sought in writing. Details may be checked or clarified by telephone where necessary.

11.3 If references which are satisfactory to the Trust are not received within a reasonable timescale then it may be necessary to withdraw the offer of employment.

## **12 The Bribery Act**

12.1 When recruiting for posts that may be vulnerable to bribery risks (such as roles in Finance), and subject to the requirements of the Rehabilitation of Offenders Act 1974, the Trust may need to carry out additional checks during the recruitment process.

12.2 On occasion these checks may include carrying out criminal record, bankruptcy and credit reference checks and/or taking up additional references.

## **13. Definition of Regulated Activity and Frequency**

13.1 Any position undertaken at, or on behalf of the Trust will amount to "regulated activity" if it

is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30-day period; and
- provides the opportunity for contact with children.

13.2 Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

13.3 The Trust is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity".

13.4 The Trust is required to carry out an enhanced DBS check for all staff, supply staff, governors, trustees and members who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

#### **14. The Rehabilitation of Offenders Act 1974**

14.1 The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the Trust.

#### **15 DBS (Disclosure and Barring Service) Check (formerly known as CRB Disclosure)**

15.1 The Trust applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the Trust which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended).

15.2 The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether a candidate is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is the Trust's policy that the DBS disclosure must be obtained before the commencement of employment of any new staff.

15.3 Members of staff are aware of their contractual obligation to inform the HR Department of any cautions or convictions that arise between these checks taking place. DBS checks will still be requested for candidates with recent periods of overseas residence and those with little or no previous UK residence.

#### **16 Portability of DBS Certificates Checks**

16.1 Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Candidates may sign up to the Service for a fee of £13 per annum, which is payable by the candidate but will be reimbursed by the Trust. This allows for portability of a Certificate across employers.

16.2 The Trust will:

- Obtain consent from the candidate to carry out an update search.

- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information.

16.3 The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Candidates will be able to see a full list of those organisations that have carried out a status check on their account.

## **17 DBS Certificate**

17.1 The DBS no longer issue Disclosure Certificates to employers; therefore staff/candidates should bring their original Certificate to the HR Department within 7 days of issue or candidates before they commence work or any project involving regulated activity.

## **18 Dealing with convictions**

18.1 The Trust operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

18.2 A meeting will take place face-to-face to establish the facts with the Headteacher of the school, Executive Director or CEO. A decision will be made following this meeting.

18.3 In the event that relevant information is volunteered by a candidate during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

18.4 If a candidate wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the candidate would otherwise be offered a position were it not for the disputed information, the Trust may, where practicable and at its discretion, defer a final decision about the appointment until the candidate has had a reasonable opportunity to challenge the disclosure information.

## **19 Secretary of State Prohibition Orders (Teaching & Management roles)**

19.1 In all cases where a candidate is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in the Trust.

19.2 A person who is prohibited is unable to participate in any management of an independent school, a governor on any governing body in an independent school, or a management position that retains or has been delegated any management responsibilities.

## **20 Qualification Certificates**

20.1 All candidates are required to provide evidence of qualifications either in the form of original

certificates, which will be copied and then returned or photocopies. Confirmation will be sought from the relevant Examination Board if certificates cannot be produced.

- 20.2 The employment offer will be conditional upon valid evidence of qualification and the offer may be withdrawn if this is not supplied within a reasonable timescale.
- 20.3 If a candidate falsifies certificates or evidence of qualifications and this subsequently comes to the attention of the Trust at any stage during employment, then the individual will be subject to disciplinary action and may be liable to dismissal.

## **21 Work Permits and Illegal Working**

- 21.1 It is against the law to employ a person who does not have permission to live and work in the UK. The Trust could be prosecuted and fined under the Immigration and Asylum Act 1999 for employing somebody who does not have permission to work in the UK. The Trust will not employ an individual unless they have a legal right to work in the UK.
- 21.2 All offers of employment will be subject to the successful candidate providing the required original documents showing evidence of their right to work in the UK (on an ongoing or restricted basis). The Recruiting team will check the necessary documents during the recruitment process. All successful candidates will be required to provide evidence of one original piece of documentation from the list below once an offer of employment is made:
- A document giving the person's National Insurance number and name. This could be a P45, a National Insurance card or a letter from a government agency;
  - A document showing that the person can stay indefinitely in the UK or that they have no restriction preventing them from taking employment. This may be an endorsement in a passport or Home Office Letter;
  - A work permit or other approval to take employment from the Department for Education and Employment;
  - A document showing that they are a UK Citizen or have right of abode in the UK. This may be an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office;
  - A document showing that they are a national of a European Economic Area country. This may be a passport or national identity card: or
  - A document confirming registration with the Worker Registration Scheme.
- 21.3 In order to avoid discrimination, it is essential that the same criteria are applied to every person who is offered employment with the Trust, regardless of their race, nationality or ethnic or national origins.
- 21.4 If a candidate is not able to produce one of the listed documents, then they will be advised to contact the Citizens Advice Bureau for further advice and their employment will be put on hold for a reasonable time until evidence can be produced, and the offer may be withdrawn.
- 21.5 In the event that an individual has time-limited permission to live and work in the UK they must provide evidence of his or her renewed right to live and work in the UK at the expiry of the current permission.
- 21.6 If it becomes evident to the Trust during the course of an staff's employment that they do not have the right to work in the UK, the Trust will, following an investigation into the

circumstances and having established that the staff does not have the right to work in the UK, terminate the staff members contract of employment.

- 21.7 If a line manager becomes concerned that a member of staff in their team or department is working in the UK illegally, they should report the matter to the Executive Director for HR, giving the reasons for the concern.

## **22. Personnel Records & Starter Procedures**

- 22.1 Personnel records are held by the Trust. A file containing electronic records is held for each staff and will include:

- Application form;
- Contract of Employment;
- Personal information – New Starter Form;
- Emergency Contact;
- Ethnic origin;
- Disability information;
- Home address;
- Copy of Birth certificate (or similar proof of right to work);
- Copy of marriage certificate if appropriate;
- Copy of relevant qualifications;
- Changes to terms and conditions;
- Absence records;
- Current Disciplinary details;
- Records of any Training undertaken; and
- Records of Objectives and Performance Appraisals.
- DBS
- References
- Pre-employment checks

- 22.2 These records are held in a secure environment. Paper records may also be held. This enables information gathering and quick access to staff records. Staff will be asked annually to confirm the information we hold on them is correct.

## **23. Complaints Procedure**

- 23.1 Any candidates who consider that they have been unfairly treated or discriminated against during the recruitment process should write to the Headteacher or CEO stating the grounds of the complaint. Any existing member of staff who feels they have been unfairly treated through an internal recruitment process should raise this using the process detailed in the Grievance Policy.