



LIFE Education Trust

# RECRUITMENT & SELECTION POLICY

<b>Policy</b>	<b>Recruitment &amp; Selection Policy</b>
<b>Policy adopted by Trust Board</b>	23 September 2025
<b>Reported to LGBs for implementation</b>	24 Sept 25
<b>Implementation Date</b>	24 September 2025
<b>Review Date</b>	September 2026

## 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. Reasonable adjustments will be considered and documented to ensure that the recruitment process does not disadvantage any applicant.
- 2.2 Recruitment decisions will be made based on the applicant's abilities and qualities measured against the published criteria for the role
- 2.3 The recruitment process should be conducted 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 satisfactory before employment can commence with the Trust.
- 2.6 The Trust will not unjustifiably discriminate against any candidate for employment based on conviction or other details, and each case will be decided on its own merits.
- 2.7 Employees will only be transferred to another role without it being advertised when they are at risk of redundancy, 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 diversity within its recruitment processes.

## 3.0 Identification & Authorisation

### 3.1 Identification

#### 3.1.1 *Replacement of Departing Employee*

The Recruiting Manager shall review the role profile and working pattern of the vacant post to ensure that the actual requirements of the role will be met.

#### 3.1.2 *Creation of New Role*

A new role occurs when either significant changes are made to the role profile and/or working pattern of a current role, or for a role not in the employee's 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 a fixed-term contract employee has filled the role for at least one year.
- Where a seconded employee has covered the role 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 a 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 Executive Team member whether a vacancy should also be advertised externally.

4.4 The use of employment agencies for the 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 upon request. Internal candidates will be proactively offered feedback.
- 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 candidate's 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 conducted simultaneously with the reference check.
- 10.2 Any information identified that may make a candidate unsuitable for employment will be brought to the attention of 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 submit proof of identity and their legal right to work in the United Kingdom before commencing 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 before 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 identified that may make a candidate unsuitable for employment must be raised with the Trust's Safeguarding Advisor in the first instance.
- 12.4 If a DBS check reveals undisclosed information, this must be raised with the Chief People Officer.

### **13.0 Occupational Health Clearances**

- 13.1 Successful candidates may be referred to occupational health, subject to their consent, in compliance with data protection law.
- 13.2 Any issues that arise will need to be discussed with the successful candidate before the appointment is confirmed. Where there are concerns that an individual may not possess the required level of fitness for the role, 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, and 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 kept for six months from either the date the successful candidate was appointed or, if no appointment was made, from the date the recruitment and selection process was concluded, unless a longer period is justified for audit, legal, or equalities monitoring purposes.
- 15.2 For successful applicants who take up the role, the information will be transferred to their employment records.