



RECRUITMENT POLICY

Policy Number	0019	Policy Author	G Smith
Date of Last Review	July 2025	Policy Ownership	Finance & Operations
Agreed by Governors	July 2017	Policy Updated by	G Smith
Reviewed by Trust Board	May 2026	Date of Next Review	July 2026

Application

This document applies to all employees and volunteers at the Academies.

Revision

This document will be reviewed by the Trust annually and amended as necessary to take into account any changes in regulation and statutory guidance.

The Trust will seek to consult with the Executive Leadership Team of the Basildon Academies with regard to any proposed revisions to this policy.

Distribution

The HR Department shall retain a hard copy of this code and distribute copies as required. Electronic copies of this code shall be available via internal PDrive.

Duties and responsibilities

It is the responsibility of the Trust to establish, maintain and monitor relevant policies, codes and procedures. Staff of the Academy should familiarise themselves with the contents of this policy and should act in accordance with its principles.

All staff are required to comply with this policy and to participate in the procedure where this is required of them.

The Trust has delegated authority to the CEO and Headteacher to lead in all staff appointments.

Academy Trustees may be involved in staff appointments but the final decision will rest with the CEO and or Headteacher.

The CEO and Headteacher may delegate the selection process for staff outside of the Senior Leadership Team. Delegation may be to other managers in the Academies but the CEO and Headteacher remain responsible for the decision to appoint.

In the case of a CEO or Headteacher the Trust will arrange a selection panel consisting of at least two of their members to undertake the appointment.

Interpretation

Any question as to the interpretation or application of this procedure shall be determined by the Trust.

Complaints

Any complaint from Academy staff relating to this policy will be dealt with under the Academy's Grievance Policy and procedures.

Any external complaints and questions arising from this policy should be addressed initially in writing to the HR Department.

Introduction & Procedure

The Trust of the Basildon Academies recognise that its staff are fundamental to its success. The Academies therefore need to be able to attract and retain staff of the highest calibre and a strategic, professional approach to recruitment is essential to do this.

The Trust is an equal opportunities employer and committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Applicants will therefore be considered strictly on the basis of experience, skills, aptitudes, knowledge, attainments and any other criteria necessary to undertake the duties of the post, as set out in the person specification.

The purpose of this policy is to provide a sound framework for the recruitment and selection of staff based upon the principles outlined within the policy, which also meet the requirements of the Academies Equal Opportunities Employment Policy and all relevant employment legislation.

In addition, the Trust recognises that children are likely to perceive all members of staff as safe and trustworthy adults. This includes those who regularly come into contact with children as a result of their work and those who regularly work in a school setting when the students are present. This includes staff employed on a permanent basis, temporary basis, casual staff, unpaid volunteers and those employed by external organisations such as supply agencies.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expects staff to share this commitment.

This policy is also, therefore, designed to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children or who is disqualified from working with children. The Academy will follow strict screening and security checks on all applicants to ensure that all staff and volunteers are suitable to work with children. All applicants will be required to undergo recruitment screening appropriate to the post, including checks with past employers, medical clearance and the Disclosure and Barring Service.

Identifying a role

In the first instance the Academies will identify the need for the vacancy. The CEO and or Headteacher will first confirm, with the agreement of the Finance and Planning Committee, that the role is available and will notify the Recruitment and Cover Co-Ordinator as appropriate.

A job description and person specification will be drawn up for all posts. The job description will provide a framework of expectations and will define the purpose, scope and the main duties and responsibilities of the role. The person specification will enable applicants to assess themselves for the job and provides a benchmark for judging achievements. The job description and person specification will be used throughout the recruitment process to develop the selection criteria.

Advertising

To ensure equality of opportunity, the Academies will advertise all vacant posts to encourage as wide a field of candidates as possible.

There will be circumstances in which it is considered appropriate for a post to be advertised internally only. Such circumstances might include where there is a reasonable expectation that there are sufficient qualified internal candidates to make a short-list for the post, or where it is known that potential redundancies could occur and where such employees would be considered suitable for the vacant post.

Internal adverts will be via the Academies internal email system. Other means may also be used as available, for example staff notice boards (where available).

Roles advertised externally will be advertised in one or more of the following: the Academies web site; Essex School Jobs; DfE Teaching Vacancies; Academy Social Media outlets and other recruitment sources such as online job boards and agencies.

All external adverts will note the Academies commitment to safeguarding.

Application Process

Applications for all available roles will be made via the Recruitment and Cover Co-Ordinator.

For external applicants the Academies will use a standard application form for all vacancies. Curriculum Vitae's are accepted but offers of employment will not be confirmed without a full application form having been submitted.

For internal candidates, the details of the application process will be contained in the vacancy advert. Generally the internal process will be a shortened process, with applications being made via letter rather than full application form.

Where possible the Academy will inform all candidates of the outcome of their applications.

Short listing Process

Applications for vacant roles will be shortlisted by the Headteacher or designated leader.

Incomplete application forms will not be accepted and will be deemed to have failed the short listing process.

References

Two references, where possible, will be requested for all shortlisted external candidates. The only exception to this is where candidates have indicated on their application form that they do not want their referees to be contacted prior to interview. In such cases referees will be contacted immediately after interview and before an offer of employment is made.

References must be in writing. Verbal or "open" references or "testimonials" are not acceptable.

Where a reference is received that is deemed to be unsatisfactory, a decision will be made by the CEO and or Headteacher as to whether to continue with the candidate's application. Where practically possible the reference may be discussed with the candidate.

Reference requests will make reference to history working with children, any safeguarding issues, disciplinary and capability issues.

Interviews

Once shortlisted candidates have been identified, interviews will be arranged by the Recruitment and Cover Co-Ordinator.

Where information (i.e. DBS) is received that is deemed to be unsatisfactory, the matter will be discussed with the candidate as soon as is practically possible. A decision will then be made by the Headteacher as to whether to continue with the candidate's application.

Generally, visits and tours will only be available to candidates as part of the interview process. This may be reviewed in exceptional circumstances such as the recruitment of senior posts.

Any visits agreed will be booked by and facilitated by Recruitment and Cover Co-Ordinator or an appropriate Manager.

For all staff appointments the interview panel will consist of at least two individuals, one of whom has been trained in accordance with 'Safer Recruitment' processes.

The interview will assess the merits of each candidate against the job requirements (i.e. job description and person specification), and explore their suitability to work with children.

Notes will be taken during the interview. These will be forwarded to the HR Department following the interview.

The Academies do not reimburse travel or accommodation costs associated with recruitment processes. This may be reviewed in exceptional circumstances by the Trust.

The Recruitment and Cover Co-Ordinator will speak to the applicant and confirm the outcome of an interview as soon as possible after the interview.

The Academies will offer feedback to applicants following unsuccessful interviews where requested.

Offers

The CEO and or Headteacher will confirm if an offer is to be made to an applicant.

Offers of employment will only be made by the CEO or Headteacher, via The Recruitment and Cover Co-Ordinator. This offer is conditional on receipt of all pre-employment checks (see section 9 below).

Pre-employment checks

Pre-employment checks include:

- satisfactory health questionnaire screening and/or medical assessment
- satisfactory references
- DBS clearance
- the production of evidence of the right to work in the UK
- the production of evidence of relevant academic/professional qualifications
- Identity Check
- DBS Children's Barred list
- Teacher Prohibition check
- Barred from management of independent schools
- Childcare disqualifications
- any other checks or clearances that may be outstanding

Record Retention/Data Protection

Under General Data Protection Regulation (GDPR), applicants have a right to request access to notes written about them during the recruitment process if those notes are either transferred to computer or form part of a "relevant filing system". Interview notes retained on unsuccessful applicants will be for no longer than a 6 month period, after which time, these records will be destroyed (i.e. shredded).

Further information

If you are uncertain about any of these matters, please speak to the Recruitment and Cover Co-Ordinator.

APPENDIX A Recruitment procedure at a glance

