



## Zest Academy Trust

### Recruitment and selection policy

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Person Responsible: Director Business & Finance

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Registered in England No. 8087508 Company Limited by Guarantee

## Information

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The purpose of the recruitment and selection policy is to establish the principle of fair and open competition within Zest Academy Trust and to ensure consistency and transparency in all aspects of the recruitment and selection process. All staff are required to follow the rules set out within this policy document.

Exceptionally there are times when owing to short-term operational needs, exceptions are made to the policy. This is due to the sometimes unpredictable nature of recruitment need. All such cases should be approved by the CEO.

## Aims

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Recruitment of the right people is critical to the Trusts success. This policy aims to ensure that, when vacancies arise, we recruit the best people available to fill those posts.

Mindful of this overall aim the Trust also aims to ensure that

- Our recruitment processes are streamlined to ensure that good candidates are not deterred or find alternative opportunities because of administrative delays;
- Recruitment costs are kept to a minimum consistent with our need to recruit the best people;
- The total cost of staffing does not exceed the proportion of overall budget determined annually by Trustees;

All vacancies must have appropriate job descriptions and person specifications. Applicants for posts will be short-listed and selected according to their ability to meet the essential/desirable requirements of the person specifications and core duties of the job descriptions.

The Trust is committed in all matters, and particularly in its role as an employer, to all the conditions laid down by the Equality Act 2010.

## Scope

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This policy applies to the recruitment and selection of all Zest Academy Trust staff.

All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy and procedure.

Any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy and procedure. The appointing manager is responsible for providing such external parties with this policy.

The measures described within this policy are applied to any adult who works with children under 18 years of age.

### Roles and Responsibilities

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The Trust has nominated staff, trustees and governors who have undertaken Safer Recruitment Training. The Trust ensures that each interviewing panel has at least one appropriately trained panel member.

### The Recruitment Process

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#### Job Description and Person Specification

Each advertisement lays down the role, responsibilities and accountabilities for each position that is being advertised. The job description will be in the following format;

- Place of work
- Title of the position
- Role Profile Grade and Pay range
- General Professional Responsibilities
- Applicable contract terms
- Particular Responsibilities

The person specification will reflect the skills, aptitudes and knowledge required to undertake the tasks and responsibilities of the job description as well as experiences and competencies. Each person specification will be defined as either;

- Essential
- Desirable

All personal qualities or circumstances are directly relevant and essential to the job advertised and promote equality and avoid discrimination.

### Advertising

Adverts will be placed with the intention of maximising the relevant audience for the advertisement in the most cost effective medium. Online advertising will be used in preference to print advertising where it is deemed to not impact adversely on the likely audience for the advertisement.

As part of the Trusts commitment to equal opportunities in recruitment advertisements will not be confined unjustifiably to those areas or publications which would exclude or disproportionately reduce the numbers of applications from particular minority groups.

The advertisement will clearly include;

- Job Title
- Name and contact of the Trust and academy
- Salary and / or profile grade
- Hours per week (including INSET days if appropriate)
- Shortlisting date
- Preferred start date
- Details of the job
- Closing date
- Where application packs are available from
- Safeguarding and equality statement

### Applications Forms

Applicants are required to complete an application form at the initial stage of the recruitment process. Each application form asks for identifying information, such as, name, address, qualifications, previous employment, referees and details of any criminal convictions, cautions etc. (see employment of ex-offender's policy).

Each applicant will be required to sign the form to state that to the best of their knowledge and belief the contents are true and accurate and that they accept that if they are appointed and it is subsequently found that they have been untruthful in their application, they will be subject to disciplinary procedures including dismissal.

Applicants are also reminded that, in order to satisfy the safer recruitment process and discrimination legislation, all sections of the application form must be completed in full.

Each applicant will need to give the names, addresses and status of two professional referees, one of which should be from a current/most recent employer. Applicants with no previous paid work experience, references should be from their latest or current educational establishment, or from any appropriate voluntary work that they have been involved in. All references will be taken up after shortlisting but before interview. In exceptional circumstances a risk assessment may be undertaken if only one professional referee is provided.

### Application Packs

In order to maximise response recruitment packs will be made available on the Trust website or available by post for applicants upon request. The pack will include:

- A letter
- Job description/Person specification;
- Role profile (if applicable)
- Application form (including explanatory notes)
- Equal opportunities monitoring form
- Trust prospectus

### Short listing and selection

The criteria for short listing and for selection will match those of the job and person specifications to ensure that the short listing and selection is carried out fairly and systematically.

The short-listing panel will identify how well applicants meet each of the essential criteria. Desirable criteria may then be used to reduce large numbers of applicants who appear to meet all the essential criteria. In addition, the panel will also ensure that there are no unexplained gaps in employment history.

The shortlisting panel will then where possible create a short list of candidates to be called for interview.

### Interviews

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The appropriate assessment methods may include one or more of the following:

- Time, date and venue of interview details
- Structured interview(s); formal and informal;

- Activities they will need to take part in, for example unseen presentation or in-tray exercise
- Presentations or “teaching” simulations;
- Practical assessments (e.g. to assess technical capability).

Upon arrival at interview all documentation will be checked.

There should be a set format (including interview questions) for each candidate to ensure that all candidates have an opportunity to present themselves and so that responses at interview can be fairly compared. The interview will close with the chair of the panel as each candidate if they are still a firm candidate for the position. After all candidates have been seen the panel will discuss the suitability of each candidate and make their decisions.

All candidates, successful or otherwise will be notified and feedback offered. Successful candidates will receive formal notification and advised of what checks and clearances will be required prior to an appointment being confirmed.

The Trust retains all interview notes for 6 months from the date of the interviews.

### Safeguarding of appointments

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The Trust undertakes to comply fully with the Safer Recruitment practices as determined by the Department for Education and other government bodies. These are in place so that robust efforts are made to prevent unsuitable or unqualified persons from working with children. These will include:

- confirmation of Identity processes, including dates of birth and National Insurance registration
- Proof of original certificates of Qualifications
- Two relevant references
- Proof of right to work in the UK
- Disclosure and Barring Service (DBS) check – including enhanced checks where appropriate (see notes below).
- Teachers will be checked against the Prohibited Teachers List.
- Completion of a Disqualification Declaration for all staff who will work with children under 8 years of age and those who may work in a setting with provisions for children under 8 years of age.
- Section 128 check.

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, the Federation Trust complies fully with the DBS Code of Practice. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

The Trust actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

All posts require Disclosure and Barring clearance and an application for this will be requested in the event of the individual being offered the position.

We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within the Trust and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process, (see employment of ex-offender's policy).

### The data protection

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In order to comply with the General Data Protection Regulations 2018, all personal data obtained in the course of the recruitment process (applications, references, interview notes, test scores, etc.) with the exception of data which is transferred to the appointee's personal file, will be kept in a secure place for a period of six months, at that time it will be securely destroyed.

### Induction

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All members of staff should have an induction. The purpose being: -

- Confirm conduct
- Support Individuals
- Provide training and information
- Opportunity to recognise concerns and issues

All employees should sign a code of conduct to say they have read, understood and will comply with it. There are also a number of other written documents which will be available with this review that refer to the various codes of conducts which should give staff the information on the required appropriate behaviour.

## Monitoring

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This policy will be reviewed on an annual basis.

This policy is intended to meet the aims set out above, in summary that we recruit the best people, for the best value for money and ensure we meet all of our equalities duties. The policy will be evaluated on the basis of metrics designed to measure the extent to which these three broad aims are met.