

# RECRUITMENT SELECTION POLICY AND PROCEDURE

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## 1. INTRODUCTION

- 1.1 The Federation is committed to safeguarding and promoting the welfare of children and young people, and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The Federation regards its staff as its most important asset. The Federation's policy is to ensure an adequate supply of suitably qualified and experienced staff to meet the Federation's human resource requirements and to deliver the Transformation Plan. This policy should be read alongside the Federation's Equality and Diversity Policy.
- 1.2 The appointment of all Federation employees will be made on merit and in accordance with the provisions of Employment Law and other statutory guidance issued by the government relevant to academies, paying particular regard to ensure that children are kept safe.
- 1.3 The Federation will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 The procedure for the appointment of the Executive Principal differs from that of other staff as outlined in Annexe 1.

## 2. DELEGATION OF APPOINTMENTS

- 2.1 The Federation delegates all staff appointments to the Executive Principal. The Executive Principal is expected to involve at least one Director of the Federation in Vice Principal appointments; for other appointments this will be at the discretion of the Executive Principal.
- 2.2 The Executive Principal may not delegate the final decision of appointment to any other senior manager or Director.

### 3. VACANCIES

- 3.1 In the event that the resources committee of the Federation, in consultation with the Executive Principal, decides to make a new appointment of a Vice Principal, the Resources Committee of the Federation will agree the job description and person specification for the post.
- 3.2 The Executive Principal is responsible for ensuring all other job descriptions and person specifications for vacancies reflect the role being advertised and any contractual, statutory or federation policies.
- 3.3 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to all.
- 3.4 The Federation may decide to appoint internally after advertising across the Federation. In cases of internal advertisement, the details will be emailed to all staff giving at least 5 working days for applications to be made.

### 4. INFORMATION FOR APPLICANTS

All applicants for all vacant posts advertised internally or externally will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the Federation.
- 4.2 A person specification indicating the qualifications, skills and types of experience or expertise which the Federation regard as essential or desirable in relation to the job.
- 4.3 An application form.
- 4.4 Information about the Federation and other general information regarding the post.
- 4.5 Equal Opportunities Form
- 4.6 All applicants are asked at the advertisement stage whether they need any reasonable adjustments (often referred to as access requirements) for any part of the recruitment process.

### 5. SHORTLISTING

- 5.1 For all posts shortlisting will be the responsibility of the Executive Principal.
- 5.2 The Executive Principal will take up two references on each shortlisted candidate. For teaching posts the references will, where appropriate, include the applicant's current Principal.
- 5.3 References shall be taken up by the person delegated to receive the application. References will be sought set against the requirement of the job

description and person specification and information regarding issues relating to safeguarding.

- 5.4 Shortlisting will be based only on objective information. The job description and the person specification will be used to set the criteria and standards for inclusion on the longlist and for reducing this to the shortlist of candidates to be invited for interview.
- 5.5 The criteria for selection will be consistently applied to all applicants.
- 5.6 If the field of applicants is felt to be weak, the post may be re-advertised.

## 6. INTERVIEWS

- 6.1 The format, style and duration of the interviews are matters for the Executive Principal to decide but the following will be adhered to:
  - 6.1.1 All candidates will be given information about the Federation to enable the candidate to make further enquiries about the advertised job.
  - 6.1.2 The questions asked and tasks set will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification; each candidate will be assessed against all of the criteria for the post. The same areas of questioning or task will be asked of each applicant and no questions which would discriminate directly or indirectly, as outlined in paragraph 1.3, will be asked. The interview will also deal with the issues of safeguarding through appropriate questioning.
  - 6.1.3 Before the interviews, the Executive Principal will decide a procedure for evaluating the candidates at the end of the process. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.
  - 6.1.4 The Executive Principal will decide the structure of the interview beforehand, determining which area each interviewer or task will cover and the approximate time allocation.

## 7. OFFER OF APPOINTMENT

- 7.1 The offer of appointment by the selection panel is binding on both parties subject to:
  - staff qualification requirements;
  - satisfactory enhanced Disclosure and Barring Service (DBS) check;
  - satisfactory medical checks;
  - satisfactory references;
  - entitlement to work in the United Kingdom.

## 8. THE SELECTION AND APPOINTMENT OF THE EXECUTIVE PRINCIPAL

1. The Federation will appoint a Selection Panel of at least three Directors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Federation will not delegate the power of appointment, only the selection process.
2. The Selection Panel will determine the job description, salary range, incentives and interview process for approval by the Federation Trust.
3. If the need arises, the Selection Panel will appoint an Interim Executive Principal for a maximum period of 12 months. If an interim appointment is to be made to an acting position, the Selection Panel will seek to do so by secondment from the existing Federation Senior Leadership Team and will seek advice from the Federation's HR advisors on the contracting of such a secondment.
5. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. All applicants will receive the same information regarding the post and application process.
6. The selection panel shall shortlist such applicants for the post as they think fit. If it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Federation. The decision of the Selection Panel will need to be approved by a meeting of the Federation, which must be quorate.
7. If the Federation approves the recommended candidate for appointment, the applicant will be offered the appointment subject to staff qualification requirement, medical, DBS check and references.
8. If the Selection Panel cannot agree or the Federation does not approve the recommendation, then the Directors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.