



**PENK VALLEY
ACADEMY TRUST**

Recruitment and Selection Policy

Ratified at PVF Full Governing Body April 2017

Reviewed by PVAT Board of Trustees June 2018

Frequency of Review: Every 3 years

Policy based on LEA Recruitment & Selection Policy – May 2016

Amendments

2017 – NF/DS/HJ/JA/PJT – Federation SLT 17/02/2017

2017 – TP – SJFS added

2018 – TP – updated for PVAT

POLICY STATEMENT

We are an employer who abides by all legislation relating to the recruitment of staff.

Penk Valley Academy Trust is committed to:

- improving performance by recruiting and selecting the best people. It aims to attract potential employees who have the relevant knowledge, skills, qualifications, experience, behaviours and talent to make a positive and innovative contribution.
- safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
- the principles of equal opportunities in the recruitment and selection of staff and promotes fair treatment.

WHO THE POLICY COVERS

- This policy applies to the recruitment and selection of all employees and potential employees.
- Staffordshire County Council commends the principles set out in this policy for adoption by the Board of Trustees to apply to the recruitment of school staff.

PURPOSE

The purpose of this recruitment and selection policy is to ensure that the best candidates are recruited on the basis of their ability and potential to support the delivery of our Academy Trust strategy:

- Based on performance and capability;
- Through a process that supports our values and behaviours;
- With regard to value for money;
- In an equal and inclusive way that complies with employment and equality legislation and good practice.

Accordingly, this policy will ensure that:

- a fair, open, transparent and consistent approach is taken to all aspects of recruitment;
- selection is valid and justifiable and based on an individual's relevant skills and experience;
- current employment legislation is adhered to, to safeguard individuals' right to fairness and
- equality of opportunity in conjunction with the business needs and values of the Academy Trust.

POLICY PRINCIPLES

This policy has been developed in line with the appropriate National Conditions of service for employees of the Academy Trust.

Penk Valley Academy Trust recognises its statutory duty under all relevant employment legislation and is committed to meeting them.

All recruitment and selection decisions must be equitable and fair and taken on the basis of the applicant's competence or ability assessed against the person specification for the post.

The selection criteria must be consistent and objective and communicated at the outset of the process. They must be adhered to throughout each stage of the recruitment and selection process.

All appointments must be made on skills and experience – the candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

As an Academy Trust we follow the four stages of the recruitment process

1. Plan:
 - Creation/identification of job description and staffing structure
2. Attract:
 - Advertise appropriately
 - Prepare a pack of information
3. Select:
 - Shortlist
 - Send for references – ensure references are most recent and appropriate
 - Check application form for completeness
 - Invite shortlisted candidates to interview
 - Ensure interview process is appropriate
4. Appoint
 - **Pre appointment checks**
All pre-employment checks for new starters must be completed and deemed satisfactory before the successful candidate commences in their role.
 - Check qualification certificates
 - Apply for DBS
 - Check right to work
 - Proof of address
 - Review medical clearance information
 - Class 2 Medical Form (Minibus drivers)
 - Driver Training assessment (Minibus drivers)

There must be compliance with safer recruitment procedures and processes. Those responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements.

Any member of staff involved in the selection of staff must satisfy themselves that they are appropriately trained and can comply with the requirements of this policy.

Those responsible for recruitment within the Academy Trust are equipped with the necessary skills including safer recruitment training. Teaching and support staff will be paid in accordance with the Academy Trust Pay Policy.

SAFER RECRUITMENT

The Academy Trust has responsibility for ensuring that recruitment, selection, and retention decisions for posts working with children and vulnerable adults are safe, and that the authority meets its statutory obligations as detailed in the Department for Education statutory guidance.

As set out in the Department for Education statutory guidance,

- All schools within the Academy Trust keep a single central record in accordance with the DfE requirements.
- The County Council is responsible for carrying out checks on employees seeking to work with children or vulnerable adults (or where their work may bring them into contact with either of these groups). These checks will be made in accordance with the Rehabilitation of

Offenders Act 1974 (as amended), and with the Disclosure and Barring Service as appropriate.

- For those areas that are subject to Ofsted inspection, evidence of appropriate training will be assessed. At least one selection panel member must have completed Safer Recruitment training.

EQUALITY

As an employer, the Penk Valley Academy Trust is committed to ensuring that it provides equality of opportunity to all in employment. Through its recruitment and selection policy and procedures it aims to eliminate barriers and encourage applicants from all sections of the community by:

- Ensuring recruitment and selection procedures are fair and equitable;
- Only considering applicants for jobs on the basis of their relevant experience, skills and abilities unless a Genuine Occupational Qualification (GOQ) exists for specific posts;
- Ensuring that all employees receive fair and equal treatment in relation to their employment regardless of whether they are part-time, full-time or employed on a temporary basis.

RESPONSIBILITIES

Penk Valley Academy Trust Board of Trustees devolves the role of “hiring manager” to members of the Senior Leadership team.

SAFER RECRUITMENT TRAINING

Name	Establishment	Role	Certificate Date
Natalie Frost	Penkridge Middle School	Headteacher	3/02/2016
Jenny Whitehouse	Penkridge Middle School	Support Staff	18/10/2016
Philip Tapp	Wolgarston High School	Principal	04/04/2017
Julie Ablewhite	Wolgarston High School	Business Manager	28/03/2017
Jan Marson	Wolgarston High School	Support Staff	14/11/2014
Gemma Handley (nee Davies)	Wolgarston High School	Support Staff	18/09/2013
Dawn Spiers	Marshbrook First School	Headteacher	7/01/2016
Helen Johnson	Princefield First School	Headteacher	12/06/2015
Emma Challiner	St Johns First School	Headteacher	10/12/2015
Mark Roberts	PVAT	Chair of Trustees	
Heidi Bayliss	PVAT	PVAT Safeguarding Lead - PMS School Forum Member	5/07/2017
Sharon Mason	PVAT	PFS School Forum Member	28/06/2017
Dave Dee	PVAT	Trustee	12/12/2016

Penk Valley Academy Trust commits to adhere ensure training is renewed at least every 5 years. This is not a legal requirement, but shows best practice and will ensure staff have an understanding of new legislation.

REVIEW OF POLICY

This policy will be reviewed every 3 years, or before if deemed necessary by the Academy Trust Board of Trustees.