



# GMAT POLICIES

*Recruitment & Selection*

**Greater Manchester Academies Trust**

# Revision Information

<b>This document has been approved for operation within</b>	All Trust Establishments
<b>Date of last review</b>	
<b>Date of next review</b>	
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<b>Person Responsible for Policy</b>	
<b>Owner</b>	Greater Manchester Academies Trust
<b>Signature of Approval</b>	

Review Date	Changes Made	By Whom
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*With you...for you...about you...*

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## **Introduction**

This Recruitment and Selection Policy has been produced in line with the “Safeguarding

Children and Safer Recruitment” guidance. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of students an integral factor in recruitment and selection is an essential part of creating safe environments for students.

Applying for employment with Greater Manchester Academies Trust (GMAT) must be as satisfactory an experience as possible. Failure of the Trust to present itself in as attractive a way as possible may deter applications from candidates. Failure to treat applicants with respect will send out the wrong messages. Adverse experiences of job applicants will impact negatively on the image of Trust as a whole.

This policy should be read in conjunction with the Recruitment Guidance document in the shared area of the Trust’s Intranet.

## Purpose

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share in this commitment.

The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Trust’s performance and fundamental to the delivery of a high quality service to students.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

## Scope

The policy will cover all permanent, temporary, and casual appointments at GMAT. It does not cover the appointment of consultants or agency staff. It is also recognised that whilst the principles of the policy should be applied consistently, the actual process may on occasion need to vary according to particular operational circumstances.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal/Head for appointing staff, other than those to the leadership group. Where a Principal/Head or Vice Principal/Head is being appointed, the Governing Body will engage a technical adviser to assist with the recruitment and selection process.

If necessary the Trust will engage, within determined budgets, external resources which will provide high quality advice and support with its recruitment practices.

## General Principles

The following principles are encompassed in this policy:

- All posts will normally be advertised
- Employees will be recruited on the knowledge, experience and skills needed for the job
- The job description and person specification are essential tools and will be used throughout the process
- All applicants will receive fair treatment and a high quality service
- The Trust will make reasonable adjustments to the recruitment process if an applicant makes the school aware that they have a disability. This applies to the entire recruitment process from advertisement to appointment
- Monitoring and evaluation will regularly take place as they are essential for assessing the effectiveness of the recruitment and selection process

## Safer Recruitment Training

It is a requirement that at least one member of the interview panel has successfully completed Safer Recruitment Training prior to the start of the recruitment process.

Safer Recruitment (at a minimum the online training package) developed for headteachers and governors, which aims to improve recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children, must be undertaken (see appendix 12 in the Recruitment Guidance document).

## Equal Opportunities

The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. GMAT will ensure that equal opportunities are at the foundation of all its recruitment activities.

GMAT will actively participate in positive action initiatives, which will encourage people from under-represented and socially excluded groups to:

- apply for jobs in which they have been under-represented, and
- be given opportunities to apply for training programmes to help develop potential and so improve their chances of competing successfully for particular work

The Trust will guarantee an interview for any disabled applicant for employment who demonstrates that they meet the essential criteria given in the relevant person specification or where it is possible to offer reasonable adjustments to the work environment.

## Flexibility in Application of the Policy

Whilst the policy needs to be consistent it cannot take ‘a one size fits all approach’ neither can it be updated for each set of circumstances. It is accepted that when applying this policy, the Principal/Head and Governors may need to have some discretion and flexibility to interpret the policy whilst ensuring that this is within the overall framework of the policy. Where discretion is applied in the interpretation of this policy a record must be made of the action taken and the reasons that support the decision. Where a similar vacancy arises shortly after a recruitment process has taken place the Principal/Head can appoint the next ‘appointable’ candidate from the earlier recruitment process. Normally this would be limited to six months after the initial exercise.

## Non – Permanent Employees

Whilst the Trust should have processes in place to plan its workforce requirements, there will continue to be occasions when the Trust will need to respond to unplanned vacancies, e.g. cover sickness absences, increased workloads for a specific period/task or additional staffing for occasional events. Where sufficient time allows then the Trust’s normal recruitment processes must be followed. Where there is irregular or infrequent demand for particular staffing resources then a register of casual employees can be established, e.g. Exam Invigilators.

Where it is inappropriate or uneconomical to recruit on a temporary basis in part or in full through normal processes, additional assistance may be provided using relevant external agencies, e.g. Supply Teachers.

## Monitoring

It is the responsibility of the Principal/Head to ensure that procedures are in place to monitor the effectiveness of this policy.

Procedures will be in place to ensure that the information gathered from exit interviews is directed to relevant managers for action and presented to the Senior Management Team as part of the regular monitoring of the overall recruitment and retention of the Trust.

This policy will be formally reviewed within twelve months of its implementation and thereafter as necessary to reflect changes in human resources policy and practices, legislation, relevant Trust decisions and any other developments which impact upon recruitment best practice.