



# RECRUITMENT POLICY

**SANDON PRIMARY ACADEMY**

Mrs R Beckett & Mrs L Kiddle (Co-Principals)

**Review date: September 2026**

## Aim and Intention

This policy will outline the recruitment process that the Academy follows when recruiting to vacant or new posts.

The aim of the policy is to ensure that there is a shared and common understanding of how to recruit staff, the checks required and to outline the roles and responsibilities of Senior Leaders and Trustees in the recruitment process.

Safer Recruitment In Education will underpin all recruitment procedures relating to all staff - the aim of this policy is to outline policies specifically relating to the Academy.

## Staffing Structure

There is a staffing structure in place across the Academy that reflects the needs of across the setting. This structure is fluid and often needs amending throughout the year.

The Personnel and Finance committee will be presented with any amendments to the structure and only when additional vacancy has been ratified will the recruitment process commence. Minutes will reflect this.

In the event of a Section 188 Notice of redundancy the above process will also be followed with minutes to reflect this.

## Advertising Process

The Academy predominantly uses three recruitment outlets:

WM Jobs

Stoke on Trent Job Vacancies website

Newcastle Under Lyme College

The advert will be scripted alongside a job specification and description. Pay and conditions will be agreed with the Finance and Personnel Committee and advertised alongside the job description.

All adverts will be live for a duration of at least two calendar weeks and no more than four calendar weeks.

In the event of a vacancy for the Principal or Deputy Principal, the use of a recruitment agency will be considered.

In the event of a targeted recruitment to fill a vacant post the advertising process may be shortened however this is at the discretion of the Principal and ratification from Finance and Personnel committee.

## Applications and Shortlisting

Candidates will be directed to the school email account to submit completed applications.

Visits to the school are an expectation unless at the Principal discretion.

No late applications will be considered.

Candidates who live within the vicinity of the Academy which for the purpose of this policy relates to the catchment area, will not be considered due to potential conflicts of interest and confidentiality.

Candidates who have sibling links or related family links as students will also not be considered for vacant posts for the above reasons. This would also apply to Sub Contractors employed by a 3<sup>rd</sup> party, i.e. cleaning companies, garden maintenance companies etc.

Shortlisting will take place as close as possible from the closing date.

All candidates will be informed following the shortlisting process by email of the outcome of the process. Feedback if requested will be provided. Completed application forms will be managed in accordance to GDPR guidance.

## Interview Process

Senior Leaders will decide the format of the recruitment task and is very much dependent on the role.

Interview tasks will be shared with the candidates ahead of the interview and questions will be also shared to provide the candidates with preparation time.

A minimum of two senior leaders will be required to interview with and open invite to all Trustees to support the process.

For the recruitment of a class teacher role, one Trustee is expected as a minimum during the process.

A safeguarding question is a mandatory for all vacant posts in line with Safer Recruitment In Education.

### Offer of Position

The successful candidate will be contacted first with an offer of a contract. This will be via telephone and carried out by a Senior Leader.

Once the appointed candidate has confirmed, the remaining candidates will be contacted.

A verbal offer will be followed up within 24 hours with an emailed written offer of a position and contract. All offers are subject to reference check. The appointed candidate will have 24 hours to formally accept the post.

### Reference/DBS Check

In accordance with Safer Recruitment In Education, all shortlisted candidates will be subject to a reference check.

This is primarily to explore any issues that have been highlighted in the received reference during the interview process.

The Academy will fund the cost of the DBS however if the candidate leaves the post within 12 months they will be liable for the cost of the DBS process.

Any issues that are raised through both the DBS and Reference check will be referred to the Finance and Personnel committee for their consideration.