



HCAT

Recruitment and Selection Policy

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HCAT Recruitment and Selection Policy

1. Introduction

- 1.1 This Policy has been developed in consultation with Trade Unions and Professional Associations who are recognised by HCAT.
- 1.2 **This Policy should be read in conjunction with the Handbook for HR – Safer Recruitment which covers the step-by-step process of the actual recruitment process and all related documentation in detail. This document is available from Trust HR on request and is updated and re-distributed to School Business Managers annually.**
- 1.3 The Trust aims to be an employer of choice. The Recruitment and Selection Policy is designed to ensure that the best applicant is appointed, and all applicants have a positive experience when applying for a position.
- 1.4 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to attract the best possible applicants to vacancies; deter prospective applicants who are unsuitable for work with children or young people; and identify and reject applicants who are unsuitable to work with children and young adults.
- 1.5 The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
- 1.6 Executive Leaders/Principals/Headteachers/Heads of School will be referred to throughout the policy as manager/headteacher.

2. Scope

- 2.1 This policy applies to the appointment of all employees and volunteers across HCAT (the Trust).

3. Principles

- 3.1 The Trust will always adhere to the guidance contained in Keeping Children Safe in Education (DfE), which is updated annually in September.
- 3.2 Applicants with a disability who meet all the essential criteria must be offered an interview, to ensure they have the opportunity to demonstrate their abilities. The exception being instances where there are internal 'at-risk' applicants who must be considered in accordance with the **Managing Change Policy**. Appropriate arrangements may need to be made for disabled applicants to attend an interview, in terms of access and support.
- 3.3 Subject to the availability of training, the Trust expects that at least one recruiter on every selection panel has successfully received accredited training in safer recruitment practice and procedures and that their training remains up to date (renewed on a 3 yearly basis).

4. When a Vacancy Arises

- 4.1 A vacancy can arise for several reasons, usually when an employee leaves or as a result of a restructure or because a new post in the organisation structure has been identified as required.

- 4.2 If the vacancy is as a result of a restructuring process then the **Managing Change Policy** must be referred to prior to any recruitment process taking place.

5. Reviewing the Vacancy

- 5.1 When a vacancy arises, the manager/headteacher should examine whether the post is still required in its current form, or whether the duties and responsibilities can be carried out in a different way.
- 5.2 If a post is to be recruited to, the manager/headteacher should consider whether the job description and employee specification for the post is still accurate, or whether it requires updating. This is an opportunity for all aspects of the post to be scrutinised prior to the recruitment process commencing.
- 5.3 If the job description has been updated this should be forwarded for evaluation to ensure that the Grade is commensurate with the duties of the post.
- 5.4 Managers/headteachers must ensure the skills and abilities required for the post are accurately reflected in the job description and employee specification

6. Job Descriptions and Employee Specifications

- 6.1 Job descriptions and employee specifications describe the skills and responsibilities required to undertake the duties for a position within the Trust. They form the basis of the selection criteria which will be used for both the shortlisting and interviewing process.
- 6.2 Where a post has been recruited to, and where at a later date, but within 3 months after the first recruitment exercise, another post becomes vacant, and the same generic job description and employee specification with the same content is to be used, the recruiting manager may utilise 'the unsuccessful at interview' candidates from the first recruitment exercise or proceed to re-advertising. This will still apply when the first post was advertised permanently, but the second post is to be advertised temporarily.
- 6.3 Job descriptions and employee specifications contain the requirements of the post regarding education and training, relevant experience, general and special knowledge, skills and abilities and additional requirements. Please refer to the **qualification framework** contained in the Handbook for HR for further information. The information contained within the job description and employee specification allows potential applicants to self-select at an early stage in the recruitment process, so it is important that the criteria are relevant to the post, readily understood and can be demonstrated by the applicant at either the application, interview stage, or both.
- 6.4 Careful consideration should be given to both the type and level of knowledge required to carry out the duties of the job. It is important to identify the most appropriate qualification and qualification level required for the role and to make sure that the qualifications and levels exist, otherwise, you may encounter difficulties when recruiting to the post. It's useful to do some research into the types of qualifications and levels available.

7. Recruitment Authorisation

- 7.1 The recruiting manager/headteacher must have the authorisation to proceed with advertising and recruiting to a post from the Deputy CEO/Chief Finance Officer.

8. Advertisement of a Vacancy

- 8.1 Most vacancies will be advertised externally unless otherwise agreed in consultation with the Deputy CEO/Chief Executive Officer.

- 8.2 All closing dates will be two weeks from the date of publication, unless there are mitigating circumstances not allowing this timescale.
- 8.3 For vacancies working with children, young people and vulnerable adults, the following statement: “HCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

should be included in:

- Publicity materials
- Advertisements
- Candidate information packs
- Induction training

9. Advert Content

- 9.1 All adverts should include:

- Job title
- Location
- Salary
- Essential criteria e.g. qualifications/experience
- Closing date
- Permanent/Temporary/Fixed Term (including the end date of the contract)
- Hours of work
- Reference to the requirement to complete a Disclosure and Barring Service check
- Summary of job in advert content

10. External Printed Media Advert/Internal or Web Based Adverts

- 10.1 Due to the cost of external adverts, wherever possible, the wording should be kept to a minimum with reference made to the school website for more information about the post.
- 10.2 If larger adverts are required within printed media, such as newspapers, journals or other professional publications, permission must be sought from the Deputy CEO/Chief Executive Officer prior to placing the advert.
- 10.3 Internet based adverts do not need to be kept to a minimum word count.

11. Receiving Applications

- 11.1 Depending on which recruitment system is being used, e.g. Engage ETS or TES Gold, recruiting managers will be notified by email when a vacancy is activated. Managers will have access to the relevant system, so that applications can be monitored whilst the recruitment campaign is active. Applications may be viewed on screen, but they must not be processed until after the closing date.

12. Considering Applications

- 12.1 Candidates whose employment with the Trust is at risk of redundancy through a restructuring process, or who have been found unfit for their current role but fit for redeployment must be considered as priority candidates if they meet the essential criteria for the post. Candidates will be supported by Trust HR and will be advised they should record their at risk status on their application form.

13. Selection Process

- 13.1 An interview selection panel should be agreed. At least one member of the panel **must** undertake appropriate recruitment and selection training. It is a legal requirement for one member of the panel to have completed the Safer Recruitment Training (Safer Recruitment Consortium) when recruiting to a post working with children. For further information, please visit the [NSPCC Website](#). **Alternatively Safer Recruitment training can be accessed through the National College training programme.**
- 13.2 The chair of the panel must be agreed at the commencement of the process. They will be responsible for co-ensuring the Trust recruitment and selection policies are followed, coordinating the process and ensuring that collective decisions are made throughout the process.
- 13.3 There must be a minimum of two people on the selection panel. Wherever possible, there should be no single sex panels, and the panel should aim to reflect the diverse make-up of the community. Panel members must be able to commit the time required to the selection process and once the panel members have been established, they should remain the same throughout the selection process. If circumstances occur where this is not possible, please seek advice from Trust HR.
- 13.4 If it becomes apparent that a panel member has a personal relationship with an applicant which may impact on their ability to be unbiased, they must withdraw from the panel. See [Code of Conduct](#) for further information. Each panel member should individually assess each application form before collective decisions on shortlisting applicants are made.

14. Shortlisting, Interviewing and Appointing

- 14.1 **Please refer to the Handbook for HR – Safeguarding Recruitment to ensure consistency of approach, the consistent use of relevant documents and the undertaking of all statutory checks prior to appointment.**

15. Employment of Persons in Receipt of a Pension or Redundancy/Severance Payment

- 15.1 If an applicant is in receipt of a pension (this includes ill health pensions) from a public sector organisation including local government, civil service, teachers pensions, police (Civil or Warranted Officers), armed forces, or any other organisation covered by the Redundancy Modification Order or a redundancy/severance payment as a result of being made compulsory redundant this will not rule them out from being employed/re-employed by the Trust.
- 15.2 The Trust will apply the provisions of the Statutory Redundancy Payments Modification Order regarding the recovery of redundancy payments if this is relevant and appropriate. Pensions Regulations also have provisions to reduce pension payments in certain circumstances to those who return to work within an organisation covered by the Modification Order.

16. Recruitment Complaints Procedure

- 16.1 Any complaint raised by an applicant during the recruitment process should be put in writing to the Deputy Chief Executive Officer who will review the recruitment process and provide a written response to the concerns raised.

17. Monitoring and Review

- 17.1 The Equality Act 2010 requires public bodies, in carrying out their functions, to have due regard to the following:

- to eliminate discrimination and other conduct that is prohibited by the Act
- to advance equality of opportunity between people who share a protected characteristic and people who do not share it
- to foster good relations across all characteristics - between people who share a protected characteristic and people who do not share it.

17.2 In the development of this policy due regard has been given to achieving these objectives.

17.3 This procedure will be reviewed to respond to any changes in the employment legislation, and at least every three years, in conjunction with the Trust's recognised trade unions.