

# Recruitment and Selection Policy

Document Owner	HR
Last updated	June 2026
Version number	4
Review date	September 2026

## Contents

1. Definitions	3
2. Application of this Policy	3
3. Relationship with DEMAT Values	4
4. Associated Policies and Documents	4
5. Version control	5
6. Purpose and Scope	5
7. Policy Statement	6
8. Vacancy Arises	6
9. Job Description and Person Specification	7
10. Advertising	8
11. Application Forms	8
12. Appointment Panels	8
13. Shortlisting	9
14. Online Searches	9
15. References	9
16. Invite to Interview	10
17. Interviews	11
18. Conditional Offer of Employment	12
19. Unsuccessful candidates	12
20. Dealing with Convictions or Information of Concern	13
21. Start of Employment and Induction	13
22. Retention of Records	14
23. Transfers between Academies in our Trust	14
24. Recruitment of Staff from Supply Agencies	14
25. Recruitment of Volunteers	15
26. Single Central Record	15
27. Genuine Occupational Requirement	16
28. Positive Action	16
<b>Appendices</b>	
A. Right to Work in the UK Guidance	18
B. Recruitment Request Form	24
C. Recruitment Process Checklist	25

## 1. Definitions

- 1.1 **Trust** means the Diocese of Ely Multi-Academy Trust
- 1.2 **DEMAT** means the Diocese of Ely Multi-Academy Trust.
- 1.3 **Academy** means a constituent academy of DEMAT.
- 1.4 **Central Team** means Staff who are not employed within an academy.
- 1.5 **Central Leadership Team** means any Director or Head of a Function in the Central Team.
- 1.6 **Senior Manager** means a Senior manager within the academy or a Hub Director or Senior Manager within the Central Team.
- 1.7 **Headteacher** means Leader of an academy, in any academy that has an Executive Headteacher, it means Executive Headteacher.
- 1.8 **Line Manager** means any member of staff with management responsibility including headteachers.
- 1.9 **Non-Teaching Staff** means any employee not employed in a teaching role within an academy.
- 1.10 **Staff** means any person employed by DEMAT, temporarily or permanently.
- 1.11 **Employee** means any person employed by DEMAT, temporarily or permanently.

## 2. Application of this Policy

- 2.1 The policy is applicable to all employees of DEMAT including casual workers and volunteers.
- 2.2 The above definitions are included for reference purposes for both academy and central team staff to enable clarity and transparency when applying this policy.

### 3. Relationship with DEMAT Values

- 3.1 The application of this policy must be applied at all times in a way that reflects the values of DEMAT and our Christian Ethos:

**Love** – We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

**Community** – We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

**Respect** – We do everything to provide a caring, safe and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

**Trust** – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

**Ambition** – We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.

- 3.2 This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do

Keep close to the work

Maintaining a legacy, creating new traditions

Aspirational, yet sustainable

### 4. Associated Policies and Documents

- 4.1 This policy should be read in conjunction with Keeping Children Safe in Education (KCSIE) and the following DEMAT Policies/Procedures:

- Safeguarding and Child Protection Policy
- Equality and Diversity Policy
- Data Protection Policy
- Privacy Notice for Staff
- Privacy Notice for Applicants to Staff or Voluntary Roles
- Volunteer Policy
- DBS Policy

4.2 The following guidance/documentation can be found in the appendices:

- Right to Work in the UK Guidance
- Recruitment request form
- Recruitment checklist

## 5. Version control

Policy type	DEMAT Trust Policy
Author	Shelley Cook
Reviewed by	Helen Rothwell, Director of HR Minor amendments in line with legislation September 2025
Release date	June 2026
Review	ANNUAL Policies will be reviewed in line with DEMAT's internal policy schedule and/or updated when new legislation comes into force.
Description of changes	Removal of Appendix B due to a new DBS Policy

## 6. Purpose and Scope

- 6.1 The purpose of this policy is to set out the minimum requirements of a recruitment process to ensure effective recruitment and onboarding of staff to our Trust.
- 6.2 DEMAT is committed to safeguarding and promoting the welfare of all pupils in its care, and safer recruitment of staff at every stage is vital to achieving this.
- 6.3 This policy ensures that each stage of the recruitment process is conducted in line with equal opportunities legislation.
- 6.4 The purpose of the policy is to highlight DEMAT's approach to recruiting for values alongside a passion to deliver high educational outcomes for our pupils in line with our Christian ethos.
- 6.5 The aims of this policy are to establish a robust and effective culture of safeguarding, attract the most suitable, high calibre candidates and identify and deter applicants who are otherwise unsuitable to working with pupils.

## 7. Policy Statement

- 7.1 This policy outlines the minimum requirements of the recruitment and selection process which aims to:
- 7.1.1 ensure compliance with all relevant legislation, statutory requirements and guidance including Keeping Children Safe in Education (KCSIE), the Prevent Duty Guidance for England and Wales 2016, Childcare Disqualification Regulations 2006 (updated 2018) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).
  - 7.1.2 ensure the safeguarding and welfare of children and young people is paramount at each stage of the process.
  - 7.1.3 ensure the recruitment of all staff across the Trust is conducted in a fair and equitable and consistent manner.
  - 7.1.3 attract, select and retain the best possible applicants to vacancies within the Trust, those who share the DEMAT values and those who have the appropriate knowledge, skills, experience and attributes.
  - 7.1.5 ensure all relevant equal opportunities legislation is adhered to and that applicants and appointees are not discriminated against on the grounds of race, nationality, ethnic origin, religious or political belief, trade union membership, sex, religion or belief, age, disability, marriage and civil partnership, sexual orientation, socio-economic background, gender reassignment or pregnancy and maternity or any other inappropriate distinction.
- 7.2 DEMAT 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. By adopting fair and consistent recruitment practices, this will ensure the recruitment of an effective workforce that will add value to the Trust and its constituent schools.
- 7.3 DEMAT will comply with all the requirements of Keeping Children Safe in Education Part 3 with regard to all pre-employment checks.
- 7.4 DEMAT will ensure compliance with the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the Data Protection Act and provides more responsibility and accountability for fair and transparent processing.

## 8 Vacancy Arises

- 8.1 Before preparing to fill a post, the Manager should consider if the post is required or needed in its current form and decide which type of contract is appropriate for the academy or department.

- 8.2 The Headteacher or Line Manager must ensure that the budget can sustain the cost of the post being recruited to, through budget planning for the next three years or for the duration of the proposed role if it is shortened in duration.
- 8.3 Formal authorisation must be obtained prior to commencing the recruitment process via a recruitment request form which is sent to the academy's Finance Assistant and HR Advisor.
- 8.4 All job advertisements will require a job description and person specification. These may be obtained from the central recruitment team.
- 8.5 Consider who will be involved in the recruitment process. It is a requirement that a minimum of one member of staff involved in the recruitment process is safer recruitment trained.
- 8.6 Draw up a clear and realistic timeline for selection and interviewing.

## 9 Job Description and Person Specification

- 9.1 The Recruiting Manager should ensure there is clarity on the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment.
- 9.2 The job description should clearly state:
  - The main duties and responsibilities
  - The individual's responsibilities for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with.
- 9.3 The person specification should clearly state:
  - The qualifications and experience required for the role.
  - The skills and attributes required for the role.
- 9.4 If there is not a role within the DEMAT job families structure that accurately reflects the role that needs to be advertised, then the Manager should first refer to their HR Advisor in order to have the new role evaluated against the Trust evaluation scheme. The role should not be advertised until this step has been undertaken.
- 9.5 Basic job descriptions and person specifications are available for Teaching and Support staff roles however schools are able to adapt and add to these to suit the requirements of the academy and/or position.

## 10 Advertising

- 10.1 All vacancies will as a minimum be advertised internally and, in some circumstances, before an external advert is placed. This will help maximise equality of opportunity and provide staff with opportunities for career development, maintaining the skills and expertise of existing staff. There may not therefore always be a requirement to advertise the post externally.
- 10.2 The advert will include the Trust's commitment to safeguarding and promoting the welfare of children and make clear that safeguarding checks will be undertaken.

## 11 Application Forms

- 11.1 All applicants who wish to be considered for interview will be required to complete an application form containing questions about their right to work in the UK, employment history, reasons for any gaps in their employment history and their suitability for the role. Incomplete application forms will not be shortlisted, and CVs submitted without a completed application form will also not be accepted.
- 11.2 Our full application form on My New Term contains a section for monitoring equal opportunities. Recruitment monitoring is central to the effective implementation of the equal opportunities action plans and ensuring that discriminatory practices are not occurring. Monitoring should include the specific requirements under the Equality Act. The monitoring equal opportunities section of the application must be separated from the application form before shortlisting.
- 11.3 The application form will include the applicant's declaration regarding convictions and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is unlawful for the Trust to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position. All applicants are made aware that providing false information is an offence and could result in the application being rejected, summary dismissal (if the applicant has already been selected), and referral to the police and/or the DBS.

## 12 Appointment Panels

- 12.1 Appointment panels should be identified at the earliest opportunity and will comprise of a minimum of two people and must be in line with the current Scheme of Delegation. At least one member on the panel must have undertaken Safer Recruitment Training. In addition, at least one member must have undertaken our DEMAT Recruitment and/or Equality and Diversity training.

## 13 Shortlisting

- 13.1 All returned application forms will be scrutinised by the shortlisting panel. The panel should consist of a minimum of two members of the selection panel, one of whom must have completed safer recruitment training.
- 13.2 The recruiting manager has responsibility to make sure:
- 13.2.1 All candidates are shortlisted only against agreed criteria from the person specification and job description, using the shortlisting matrix for the role. Each member of the shortlisting panel will record their own scores for each applicant and then come together to share and compare scores and agree a shortlist of successful candidates for interview.
  - 13.2.2 Consideration is given to any inconsistencies and any gaps in employment and the reasons given for them.
  - 13.2.3 A record of the shortlisting process is made using the job specific shortlisting matrix found in the HR Hub.
  - 13.2.4 The final selection can be justified.
  - 13.2.5 Applicants are advised promptly that they have been shortlisted by inviting to interview.
  - 13.2.6 Unsuccessful applicants should also be notified via my new term and where appropriate directed to our talent pool.

## 14 Online Searches

- 14.1 As per Keeping Children Safe in Education, applicants will be informed via My New Term that we will carry out an online search of shortlisted candidates in order to identify any publicly available information that may indicate an issue or concern that needs to be followed up during interview.

## 15 References

- 15.1 The selection panel will take up at least two references on each shortlisted candidate. One must be from the candidate's current employer. This will allow for any concerns raised to be explored further with the referee and taken up with the candidate at interview.
- 15.1.1 If a candidate for a post working with children is not currently employed as working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and reasons for leaving.

15.1.2 If an individual is new to employment, or there is a significant break in employment, references can be accepted from a professional who knows the individual.

15.1.3 References will always be sought and obtained directly from the referee. They must originate from a legitimate source.

15.2 Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate.
- Details of the applicant's current/most recent post and salary.
- Performance history and conduct.
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired.
- Details of any substantiated allegations or concerns relation to the safeguarding, safety and welfare of children.
- Whether the referee has any reservations regarding the candidate's suitability to work with children. If so, the academy/Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

15.2 References will only be shared with the appointment panel and strict confidentiality observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied for. The appointment panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified, and any discrepancies will be discussed with the candidate at interview.

## 16 Invite to Interview

16.1 An email or letter inviting applicants to interview should be sent as soon as possible after shortlisting, ensuring that all relevant information is included:

16.1.1 Interview arrangements, including the names and positions of the interview panel and an overview of any tasks they will be required to undertake.

16.1.2 For interviews that include a presentation from the candidate, confirmation of available resources e.g. laptop, screen etc, should be included in the invite.

16.1.3 Location, date & time of interview. Ensure candidates are clear if the interview is online or face to face.

16.1.4 A contact and telephone number.

16.1.5 Confirmation of arrival arrangements, such as parking and how to access the building or who to ask for in reception.

16.1.6 A request for details of any special requirements and/or adjustments that will enable candidates to participate fully in the selection process.

16.1.7 The requirement to bring any certificate of qualifications and/or specific documentation essential for the post.

16.1.8 The requirement to produce identification and if necessary, any documents relating to the applicants right to work in the UK.

## 17 Interviews

17.1 There will always be a face-to-face interview (which may include the use of video calling) with each candidate alongside a range of other activities and tasks designed to assess the applicant's ability to meet the requirements of the job description and person specification. The following will be adhered to:

17.1.1 Reasonable adjustments will be made in pursuant of the Equality Act, where appropriate, to allow the candidate to participate fully in the process.

17.1.2 All candidates will receive introductions from the panel and be given relevant information about the school/department and the role to enable the candidate to make further enquiries about the suitability of the advertised job.

17.1.3 All candidates will be advised on the benefits of working for DEMAT and be given the opportunity to ask questions about the role and academy/department.

17.1.4 The same questions will be asked of each applicant. Questions relating to an individual's protected characteristic(s) should not be asked as this could be deemed discriminatory (directly or indirectly) under the Equality Act 2010.

17.2 The selection process for every post will include explorations of the candidate's understanding of child safeguarding issues.

17.3 A minimum of two members of staff will interview each applicant. These should include those involved in the shortlisting and should remain consistent for each candidate where possible. At least one member of the selection panel must have been safer recruitment trained.

17.5 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview and other selection tools will also explore the candidate's attitude towards children and young people, alignment to our values and their ability to support the academy's responsibilities for safeguarding and promoting the welfare of children.

17.6 The interview will also include a discussion of any convictions, cautions or pending prosecutions other than those protected, that the candidate has declared and are relevant to the prospective employment.

17.7 Each member of the selection panel will make their own notes throughout the interview process and independently score each question and/or activity on the Trust standard

interview scoring matrix. Panel members will then come together, share and compare scores, and discuss their feedback in order to agree the final appointment.

- 17.8 All interviews and panel discussions must be recorded, and the recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to the notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.
- 17.9 Care will be taken to consider and take account of all the available information about the candidates when making an appointment and, where appropriate, take account of whether the candidate has demonstrated the necessary skills and experience, whether their salary expectations are aligned to that of the post, and whether they will fit with the organisational culture. Final decisions will always be recorded in writing and will be made objectively and without prejudice.

## 18 Conditional Offer of Employment

- 18.1 The conditional offer of employment by the selection panel and acceptance by the candidate are binding on both parties, subject to the following satisfactory checks;
- 18.1.1 Verification of right to work in the UK
  - 18.1.2 Verification of identity
  - 18.1.3 Qualification requirements
  - 18.1.4 Satisfactory DBS Enhanced Disclosure
  - 18.1.5 Prohibition and barred list checks (for teaching posts and on occasion, teaching assistant posts)
  - 18.1.6 Section 128 Check (if applicable)
  - 18.1.7 Pre-employment medical screening
  - 18.1.8 Satisfactory references
  - 18.1.9 A certificate of good conduct will be applicable if the candidate has lived or worked abroad.
- 18.2 We recommend that the successful candidate is informed verbally and in writing, of the offer and that the offer letter highlights the appointment being subject to the necessity to ensure the satisfactory completion of the above checks.
- 18.3 A statement of particulars (contract) will be sent as soon as possible after the offer letter, but no later than the first day of employment.

## 19 Unsuccessful candidates

- 19.1 Unsuccessful candidates will be advised no later than 3 working days after the successful applicant has accepted the post.
- 19.2 Where appropriate, unsuccessful candidates should be directed to our talent pool.
- 19.3 Unsuccessful candidate applications will be kept on file for 6 months, as per the Trust Record Management Policy.

19.4 Any complaints relating to the recruitment process and selection procedure from external candidates should be addressed through the Complaints Policy. Internal candidates should address issues through the Grievance Policy.

## 20 Dealing with Convictions or Information of Concern

20.1 We operate a formal procedure of a self-disclosure form and/or a DBS Certificate is returned with details of convictions or information of concern related to the person's suitability to work with children. Full consideration will be given to the Rehabilitation of Offenders Act 1974, DBS filtering rules and guidance, and to the individual circumstances related to the disclosure(s). This will include reference to:

- The nature, seriousness and relevance of the offence related to English law.
- How long ago the offence occurred.
- A one-off offence or a history of offences
- Changes in circumstances
- Decriminalisation

20.2 In line with our DBS policy, a formal meeting will take place face-to-face to establish the facts with the Headteacher or another designated senior person. A decision will be made regarding continuation of the person's offer of employment following this meeting, informed by an evaluation of the risk factors listed above, and taking into consideration relevant legislation and regulation, including Teachers' Standards and Teacher's misconduct guidance where applicable. This will be documented in writing via a formal risk assessment.

20.3 The formal risk assessment will then be required to be assessed and authorised by the Trust Safeguarding Lead and Director of HR.

## 21 Start of Employment and Induction

21.1 The pre-employment checks listed above must be completed before the employee starts work. All pre-employment and identification documents must be photocopied and stored on the employee's electronic file. These documents must be signed and dated by the member of staff who has viewed the documents.

21.2 Staff will only be able to commence work prior to the above checks being completed where authorisation has been provided by the Headteacher and Hub Director. In addition to this a risk assessment must be undertaken. Staff will not be permitted to work with children without supervision and a separate barred list check must be completed whilst the employment checks are being undertaken.

21.3 Exceptions will never be made in the case of the Barred List and Teacher Prohibition (for teaching posts) checks as those must be conducted before an individual starts in a post.

21.4 All new Trust employees will be provided with an induction programme which will cover all relevant matters of School/ department and Trust policy, in particular safeguarding and promoting the welfare of children.

## 22 Retention of Records

- 22.1 We are legally required to undertake the above pre-employment checks. All relevant information provided as part of the application and onboarding process, including copies of documents gathered to meet safer recruitment requirements will be retained on the employee's electronic file and recorded on the academy Single Central Register. Where documents are received electronically, the email to which the document was attached will also be retained, in order to evidence both the date of receipt and its authenticity.
- 22.2 Recruitment documentation will be retained for the duration of the successful applicant's employment. For unsuccessful applicants, documentation will be retained in line with the Trust's Record Management Policy. All documents and files are kept in the academy office in a secure cabinet or, if digitally stored, in secure folders.

## 23 Transfers between Academies in our Trust

- 23.1 Employees may transfer to another academy within the Trust as a result of redeployment, secondment or where they have applied for a position in another academy.
- 23.2 In the case of redeployment or an employee moving to a new role following successful appointment via a recruitment process, we will request a letter of confirmation from the previous academy stating the outcome of all safer recruitment checks, and confirmation of any concerns relating to the employee's conduct and behaviour. We will require the school the employee is transferring to, to seek updated references and complete a new DBS check.
- 23.3 In the case of secondment, we will request a letter of confirmation from the previous academy stating the outcome of all safer recruitment checks and confirmation of any concerns relating to the employee's conduct and behaviour. We will also require the school the employee is seconding to, to complete a new DBS check.

## 24 Recruitment of Staff from Supply Agencies

- 24.1 Where an agency member of staff is being recruited to an employed role at one of our academies or at the Trust we will treat them as a new employee and seek all relevant pre-employment checks for the role they are going to be employed for, as per the details in the section above entitled '*Conditional Offer of Employment*'. As previously stated, our policy is to request a new enhanced DBS check for any new employee to the Trust, including a Barred List Check which will also apply in this situation.

## 25 Recruitment of Volunteers

25.1 Where an academy or the Trust is looking to recruit a volunteer, we will treat them as a new employee, with a requirement for an application form to be completed alongside all relevant pre-employment checks appropriate for the role they are volunteering for, as per the Volunteer Policy.

## 26 Single Central Record

26.1 We maintain a single central record of recruitment and vetting checks, in accordance with statutory requirements and those stated by the Education (Independent School Standards) Regulations 2013. The single central record will, as a minimum, contain details of the following:

26.1.1 For all employees who are employed to work at the academy, including teacher trainees on salaried routes:

- Date of identity check
- Date of enhanced DBS check/certificate
- Date of Barred List Check
- Date of check to establish the person's right to work in the United Kingdom
- Dates of receipt of satisfactory references
- Date and outcome of prohibition from teaching check (if required)
- Date(s) of further checks on people who have lived or worked outside the UK, including recording checks for teacher sanctions and restrictions from other countries
- Date of receipt of professional qualifications (if required).

26.1.2 For all individuals who are employed as supply staff through an agency:

26.1.2.1 Date of receipt of written confirmation that all relevant checks have been carried out and are satisfactory, including receipt of Enhanced DBS with Barred List (where the role amounts to regulated activity)

26.1.2.2 Date when the individual's DBS certificate has been seen by the academy.

26.1.2.3 Whether the DBS certificate contained any disclosures

26.1.3 For all individuals serving as members or Trustees for DEMAT

26.1.3.1 Date of identity check

26.1.3.2 Date of enhanced DBS check/certificate

26.1.3.3 Date and outcome of section 128 check (if required)

- 26.2 In addition, we maintain our single central record details of safer recruitment checks for all employees related to online searches, mental and physical health check and Childcare Disqualification, as required. We record details of checks undertaken with respect to volunteers.
- 26.3 The Headteacher is responsible for ensuring compliance of their single central record. The Safeguarding Governor and/or Chair of Governors are responsible for monitoring the Headteacher's oversight of the single central record and for regularly reporting the outcome of such monitoring to the governing body. This activity will be supported by the Trust HR and safeguarding teams. In the case of those sections of the single central record managed centrally, i.e. DEMAT central team and trustees, the responsibility for ensuring compliance is delegated to the Director of HR and the Safeguarding Lead.

## 27 Genuine Occupational Requirement

- 27.1 In some circumstances, the Trust may wish to recruit a person or group with a particular protected characteristic, for example a male or female employee where that is relevant to the requirements of the job role. Such situations are lawful if we demonstrate that there is a genuine occupational requirement with regard to the nature or context of the work i.e.
- a) it is an occupational requirement;
  - b) the application of the requirement is a proportionate means of achieving a legitimate aim, and;
  - c) the employee does not meet the requirement.

The advertisement for such a role should specify the exemption that applies.

## 28 Positive Action

- 28.1 In some circumstances the Trust may use protected characteristics to help a disadvantaged or an underrepresented group.
- 28.2 Positive action provisions in the Equality Act 2010 mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the Trust reasonably thinks:
- the candidate has a protected characteristic that is underrepresented in the workforce.
  - that people with that characteristic suffer a disadvantage connected to that characteristic.
- 28.3 However, positive action does not allow us to appoint a less suitable candidate just because that candidate has a protected characteristic that is underrepresented or disadvantaged.

## Appendices

### Appendix A

#### Right to Work in the UK Guidance

You must conduct a right to work check **before** someone commences work.

You must make a **clear copy** of each document in a format which cannot manually be altered and retain the copy securely: electronically in their personnel file. You must also retain a secure record of the date on which you made the check.

Please do this by completing the Right to Work Form  
[Right to work checklist](#)

You must copy and retain copies of: -

- 1. Passports:** any page with the document expiry date, the holder's nationality, date of birth, signature, immigration permission, expiry date, biometric details, photograph. The front cover no longer needs to be copied.  
For non-UK nationals (excluding Ireland); copy any page containing information indicating the holder has an entitlement to enter or remain in the UK (visa or entry stamp) and undertake the work in question.
- All non-UK Nationals (excluding Ireland): -**  
**2.** Enter the 'share code' provided to you by using the Home Office online Right to Work Check from the Gov.uk website '[Check a job applicant's right to work: use their share code](#)' **before they commence work Those who apply for immigration status are now issued with an eVisa and are no longer issued physical immigration documents as proof of their immigration permission in the UK. Individuals with an eVisa are only able to use the Home Office online service to evidence their right to work.** You must download a copy of the online check to retain as evidence on the individual's electronic personnel file, making a note of the date the check was completed.

Where a right to work check has been conducted using the online right to work checking service, the information is provided in real-time directly from the Home Office systems and there is no requirement to check any other of the documentation.

**Please note** Biometric Residence Cards can no longer be accepted as evidence of an individual's right to work in the UK.

It is extremely important that you make a note and recheck the right to work of those individuals who have time-limited permission to work in the UK. This should occur when their previous permission comes to an end.

#### EU/EEA Nationals

EEA citizens and their family members are required to have immigration status in the UK. They can no longer rely on an EEA passport or national identity card to prove their right to work as this only confirms their nationality. They are required to provide evidence of lawful immigration status in the UK, in the same way as other foreign nationals.

- **After 1 January 2021** EU/EEA nationals require a Visa like other nationalities.
- **Prior to 1 January 2021** if EU/EEA nationals were resident in the UK, they should have applied to the free EU Settlement Scheme, confirmation of this immigration status is available from via the Home Office online Share Code system. Please ensure you have downloaded this confirmation onto the staff's personnel e-file.

Further information regarding Right to Work checks is available on the Government website here: - [Right to work checks: an employer's guide - GOV.UK](#)

If you require any assistance on a right to work check before employing a new staff member, please contact [hrteam@demat.org.uk](mailto:hrteam@demat.org.uk)

**Please notify the HR team at [hrteam@demat.org.uk](mailto:hrteam@demat.org.uk) of all non-UK staff you employ so we can a keep a record of this centrally.**

**Appendix B**

<b>Recruitment Request Form</b>	
<b>Date Submitted</b>	
<b>School Name</b>	
<b>Job Title</b>	
<b>Hours per Week</b>	
<b>Weeks per Year</b>	
<b>Working pattern:</b>	
<b>Salary Point</b>	
<b>Contract Type</b>	
<b>Additional information for advert</b>	
<b>Rationale for Request</b>	
<b>Is this a like for like replacement?</b>	<b>Yes / No</b>
<b>Is this role replacing someone on maternity or absence leave?</b>	<b>Yes/No (if yes, please provide details)</b>
<b>Name of member of staff resigning</b>	
<b>Is this a new role?</b>	<b>Yes or No</b>
<b>Headteacher signature</b>	
<b>Finance Advisor to complete costings sheet</b>	<b>Date completed:</b>
<b>Once all completed Finance Advisor to save form in appropriate school folder and input request into Recruitment Request Tracker.</b>	

Appendix C

## Recruitment Process Checklist

*All linked documents available in the shared HR Hub folder*

### Identifying the vacancy and advertising

	Action	Link form/guidance document	Responsibility
1	Headteacher to complete recruitment request form and email to Office Administrator, Finance Assistant, copying <a href="mailto:recruitment@demat.org.uk">recruitment@demat.org.uk</a> and their HR Advisor. <i>Finance and HR meet every Tuesday and Thursday to discuss outstanding recruitment requests.</i>	<a href="#">Recruitment Request Form TEMPLATE - Please make a copy.xlsx</a>	Headteacher
2	Office Administrator to upload to My New Term using the advert templates. Advert to go live once approved by finance.		Office Administrator

### Shortlisting and Interviewing

**Save all related recruitment documentation to the Recruitment folder in your Sharepoint/e-files – create separate files under Recruitment/25-26 for each vacancy – e.g. Teaching Assistant September 2025**

1	Download Part 1 of the candidate application forms (Information for Shortlisting & Interviewing). Shortlist candidates using the shortlisting templates in the HR Hub. Each member of the interview panel should carry out the shortlisting independently and meet to discuss who to invite to interview.		Headteacher / HR Advisor
2	Identify the requirements for the interview process (lesson observation, written task etc) Establish timeline for recruitment		Headteacher / HR Advisor
3	Update candidate status through My New Term for those being invited to interview and for those who have been unsuccessful. Candidates invited to interview should be provided with the criminal convictions declaration, invitation to interview letter and right to work checklist via My New Term.	<a href="#">Invitation to Interview Letter please make a copy.docx</a>	Office Administrator

4	Complete an online search on all shortlisted candidates.	<a href="#">Online Search Guidance.docx</a>	Office Administrator
5	Compile interview packs including agreed interview questions for all candidates. Templates can be found in the HR Hub (Toolkit Documents)		Office Administrator
6	If the candidate has given permission, seek references prior to interview stage via My New Term and these should be included within the interview pack and used when making any final decisions.		Office Administrator
7	<p>References should be checked against information on the application and any discrepancies such as inconsistent dates, reluctance to employ etc should be noted and addressed with the candidate. One reference <b>must</b> be from the current employer.</p> <p><b>Check that the reference email corresponds with the correct school/trust.</b></p> <p>If there are any concerns regarding the references, contact should be made with the referee.</p>		Headteacher / Office Administrator

### Offer of employment

1	Offer an appointment made subject to satisfactory completion of the mandatory pre-appointment checks and probationary period where applicable.		Headteacher
2	<p><b>Update candidate status through My New Term regarding the outcome of the interview process</b></p> <p>-Save Job advert, job description and interviewers notes in new starter e-file.</p>		Office Administrator
3	<p>Prepare and send offer letter including the contract type, hours and weeks and FTE salary. This information can be found on the original My New Term advert.</p> <p>Send the letter alongside the appropriate starter forms:</p>	<p><a href="#">PLEASE MAKE A COPY - Offer Letter (Support Staff).docx</a></p> <p><a href="#">PLEASE MAKE A COPY - Offer Letter (Teaching Staff).docx</a></p>	Office Administrator

	<ul style="list-style-type: none"> <li>• Bank form</li> <li>• HMRC new starter checklist</li> <li>• Emergency contact details</li> </ul> <p>Save all completed documents to new starter e-file. The offer letter should be saved in the 'contracts' sub folder in the efile. All other documents to be saved in 'pre-employment'</p>	<p><a href="#">New Starter - Bank Details Confirmation.pdf</a></p> <p><a href="#">HMRC Starter Checklist.pdf</a></p> <p><a href="#">Emergency Contact Form.docx</a></p>	
--	--	---	--