

Recruitment and Selection Policy and Procedure

Policy

The recruitment and selection decision is of prime importance as the vehicle for obtaining the best possible person-to-job fit which will, when aggregated, contribute significantly towards Century Training Academy Ltd effectiveness. It is also becoming increasingly important, as the company evolves and changes, that new recruits show a willingness to learn, adaptability and ability to work as part of a team. The recruitment and selection procedure should help managers to ensure that these criteria are addressed.

The policy ensures our Recruitment and Selection Policy will:

- Be fair and consistent;
- Be non-discriminatory;
- Conform to all statutory regulations and agreed best practice.

This Recruitment and Selection Policy has due regard to statutory safeguarding guidance, including *Keeping Children Safe in Education 2025*, which sets out legal duties for safer recruitment practice in education settings.

To ensure that these policy aims are achieved, all appointing managers will receive training in effective recruitment and selection, including safer recruitment training in accordance with the Schools Staffing (England) Regulations 2009.

Procedure

The Recruitment Process

The following procedure will be used when a post is to be filled. The appointing manager must:

- Define the job. If it is an existing post – is an exact replacement required or is this an opportunity to revise the requirements? If it is a newly established post, be clear on the exact requirements, draw up a job description and consult the appropriate grade and/or salary.
- Complete a job vacancy form which confirms:
 - Details of the post
 - Final approval for the appropriate director;
 - In the event of the job being newly established, the approval of the Chief Executive, and confirmation from the Director of Finance that funding is available.

- Send the Job Vacancy form to the Human Resources Department / Company Administration Office for processing. No vacancy can be processed without this authorisation. Ensure the job description and person specification is up-to-date and offers a true representation of the vacant post, and the person you are looking for to fill this post.
- Collate an information package appropriate for the post. This package should include:
 - Job description and, if appropriate, the person specification
 - Information on the department
 - Information on Century Training Academy Ltd
 - Terms and conditions of employment including salary

It is important that this pack is carefully put together in order to present a professional image of the company; out-of-date or poorly presented information is not suitable.

Discuss with the Human Resources Department / Admin Office / appropriate Director the most effective means of obtaining suitable permanent candidates. The following options should be explored (in this order):

- Internal advert within the company
- Examination of previous applications, or those held on file within the Human Resources Department / Company Administration Office
- External advert within the Jobcentre
- External advert in the local press
- External advert in the national press
- External advert in the appropriate technical/professional journal
- In senior posts, the use of a recruitment agency

Design the advertisement. All advertisements must contain as much information as possible to ensure the correct recruitment group is targeted and reduce unsuitable applications, while remaining as cost-effective as possible. External adverts should be submitted to the appropriate Director/Senior Manager with costings for approval before being placed.

As part of safer recruitment practice:

- All candidates for roles that involve interaction with children must undergo appropriate pre-employment checks, including an Enhanced DBS check with children's barred list where the post involves regulated activity with children.

- A Single Central Record (SCR) will be maintained and regularly updated to record all recruitment checks undertaken for staff, volunteers, governors, and other adults in regulated activity.
- At least one member of the interview panel must have completed appropriate safer recruitment training relevant to working with children.
- Right to work, identity, qualifications, employment history and reference checks will be completed before the commencement of employment.

The Selection Process

Appropriate selection procedures must be used for each post. Procedures may vary; at its simplest this may involve a straightforward interview and skills testing. For more senior posts, psychometric testing, presentations to the interview panel on a chosen topic, or a series of individual interviews on various topics may be included.

The appointing manager will approach relevant people to assist with shortlisting and interviewing. At least two people should be involved in shortlisting and sit on the interview panel.

The application forms received by the closing date will be forwarded to the appointing managers for shortlisting. Applicants must be chosen against the person specification. It is the responsibility of the appointing manager at this stage to record (in writing) the reasons why an applicant is not shortlisted. All papers must be returned to the Human Resources Department / Company Administration Office, who will invite the candidates for the interview. This will include timetabling the interviews and arranging any pre-employment checks if appropriate. Candidates who have not been shortlisted will also be informed.

In line with safer recruitment expectations:

- Two written references must be obtained for all shortlisted candidates, including a reference from the most recent employer. References will be verified and explored where gaps or concerns arise.
- All historical employment and character references will be checked before interview where possible, or at minimum prior to confirmation of appointment.
- Identity and right to work checks in the UK will be carried out in accordance with current Home Office requirements.

At least one week prior to the interview, each panellist will receive an interview pack containing:

- Copies of application forms / CVs

- Blank interview report forms
- A copy of the job advertisement
- A copy of the job description
- A copy of the person specification

The appointing manager will:

- Decide on the interview format and determine which areas to concentrate on with the questioning;
- Decide on who will chair the interview panel;
- Receive the references and pre-employment checks for candidates from the Human Resources Department / Company Administration Office.

At the interview, the appointing manager will ensure that the Interview Report Form is completed as fully as possible. When interviewing, they will ensure that Equal Opportunities legislation is strictly adhered to, with no discrimination shown on any grounds.

When all candidates have been interviewed, the panel will score them appropriately, and based on this decide on the most suitable person for the post. The appointing manager will arrange to inform the successful candidate as soon as possible, agreeing a commencement date and starting salary.

No employee or volunteer will commence work in regulated activity until all necessary checks (including enhanced DBS and references) have been completed to the satisfaction of the academy, unless a robust risk assessment and supervision plan has been formally agreed and documented.

All interview packs should be returned marked “private and confidential” to the Human Resources Department / Company Administration Office for filing for future reference if necessary.

Upon return of the Interview Report Form, the Human Resources Department / Company Administration Office will:

- Telephone all unsuccessful candidates with the outcome of the interview within one working day; this will be confirmed in writing;
- Write to the appointee, offering the post providing satisfactory references and pre-employment checks have been received;
- Initiate a personnel file and computer entry for the new member of staff;
- Notify the manager if the appointee refuses the offer, or if there are any other details to be cleared;

- Deal with any requirements for removal expenses or the finding of temporary accommodation for the appointee.

The Human Resources Department / Company Administration Office will arrange, in conjunction with the appointing manager, an individual programme of induction for the new start which will be arranged and agreed at least one week before the appointee commences.

All newly appointed staff and volunteers will receive an induction that includes safeguarding and child protection guidance, including the requirement to read and understand Part 1 of *Keeping Children Safe in Education 2025*.

Recruitment

1. Review the post – is it necessary, does it need to change, can the duties be adequately covered elsewhere? If significant changes are required or it is a new post, discuss details in relation to grade and salary with the HR Department / appropriate Director.
2. Complete a Job Vacancy Form ensuring approval of appropriate Director. If post is newly established, confirm funding with the Director of Finance.
3. Review / complete the job description and person specification.
4. Put together an information pack for the vacancy.
5. Decide the most effective way to recruit to the post (internal advert / Jobcentre / national press, etc.).
6. Design the advert. Done in conjunction with the HR Department / Company Admin Office. Decide on a closing date, method of application (C.V. or application form), whether a pre-interview visit will be required, and who should be contacted for applicant enquiries.
7. The HR Department / Company Admin Office will process the advert, send out the information pack and collate applications ready for shortlisting.

Selection

8. Decide on the interview panel as soon as possible and arrange a suitable date.
9. Applications will be forwarded to you from the HR Department / Company Admin Office on the closing date.
10. With at least one other member of the interview panel, shortlist for the post against the person specification.
11. Decide whether it would be appropriate to use alternative selection methods, e.g., psychometric or skills testing, and make arrangements.

12. Let HR Department / Company Admin Office short-list; they will contact the candidates and set up interviews/tests and contact unsuccessful applicants.
13. At least one week before the interviews, the panel will receive an interview pack containing the applicants and other details.
14. References should be collected for the HR Department / Company Admin Office immediately prior to the interviews.
15. Ensure arrangements are in hand to welcome candidates as they arrive, escort them to the interview, and any other events during the day, e.g., testing.
16. Complete the interview, and taking account of any testing outcomes, decide on the most suitable candidate. Contact them by phone and offer the post (conditionally when references, medical, etc., need to be confirmed), agreeing verbally the salary and proposed start date.
17. Return all interview packs and references to the HR Department / Company Admin Office with the Interview Report Form. They will contact all other unsuccessful candidates by phone the same day if possible and undertake the necessary administration.
18. Set up an individual induction programme for the new appointment.