

Recruitment and Selection Policy.

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Date of last review: February 2022

Review date: February 2026

Contact: Chief Executive, Education Futures Trust

Section 1: Principles

The Education Futures Trust's Recruitment and Selection Policy will:

- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, age, religion or belief, sexual orientation, gender assignment, marriage or civil partnership, pregnancy or maternity or disability;
- conform to statutory regulations and strive to achieve best practice;
- uphold the aim of the trustees for the Trust to be regarded as a good employer.

Key points

- 1.1 Selection should be valid and justifiable and based on job related criteria
- 1.2 Recruiting managers should be trained in recruitment and selection or be able to demonstrate experience, knowledge and skills
- 1.3 Recruiting managers/trustees should adopt a professional approach
- 1.4 Some appointments are exempt from the recruitment process (section 3)
- 1.5 Particular considerations apply to young workers aged 18 or under
- 1.6 All appointees must complete the Trust application form and provide a letter of application
- 1.7 An interview will be offered to anyone with a disability whose application meets the minimum criteria for the post. The recruitment panel will be vigilant in identifying those eligible for this scheme.
- 1.8 Pre-employment checks must be carried out to verify recruitment decisions prior to the start of employment.: 2 satisfactory references must be received.
- 1.9 All recruitment decisions are subject to the receipt of an acceptable enhanced DBS. Decisions regarding what is acceptable will rest with the Chief Executive, who will investigate any convictions disclosed on the DBS form.

Section 2: Appointment decisions

- 2.1 A recruitment panel selected from the Trustees is responsible for the appointment of the Chief Executive.
- 2.2 For other senior managers, the appointment panel should include the Chief Executive and another interviewer and, where possible, should involve a

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trustee.

- 2.3 For all other staff, the Chief Executive should identify an appropriate panel or process.
- 2.4 Where an applicant has indicated under Declaration of Interests that they are related to an existing employee or trustee, it is the responsibility of the Chief Executive to ensure that this person is not involved in the appointment, or the decision behind the appointment. Should this apply to the Chief Executive then he/she will not be involved in the process. In this situation, should the appointment be of a senior manager, then the trustees will oversee the appointment. For all other posts, a trained manager will manage the process.
- 2.5 Decisions regarding appointments will be based on the majority vote of the panel. In case of a tie, the Chair of the panel will aim to seek agreement from panel members, or refer to the scoring system, should such agreement not be reached.

Section 3: Exemptions from selection procedures.

There are a number of occasions where direct appointments can be made without the full selection process. These include:

- 3.1 Short term appointments to provide immediate cover for commissioned projects or successful bids, providing it is possible to identify an appropriately skilled and qualified person;
- 3.2 Career opportunities – some short term posts may be designated as suitable development opportunities for existing employees.
- 3.3 Extension of hours of a current employee who meets the job requirements;
- 3.4 TUPE or similar transfer arrangements;
- 3.5 Redeployment – people on redeployment to be given the opportunity to apply for jobs for which they are suitably qualified, before they are advertised. This includes employees who are subject to a notice of redundancy;
- 3.6 Temporary to permanent contracts – people on temporary contracts can be made permanent should they meet the requirements of the post.

Section 4: Sessional staff

The Trust encourages the appointment of sessional staff in order to provide a wide range of skills and employment opportunities.

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Processes for the appointment of sessional staff will be the same as for regular staff.

Section 5: Employment of young people.

- 5.1 Children who are legally required to attend school (generally aged 16 or under) may be employed in limited circumstances for specified periods of time per day and per week between 0700 and 1900 hours. Legal processes will be followed in these cases.
- 5.2 For workers over the minimum school leaving age, but under 18, restrictions on the number of hours worked and other safeguards will still be followed.

Section 6: Complaints

Complaints should be made to the Chief Executive, who will follow the complaints policy. If the complaint involves the Chief Executive, complaints should be directed to the Chair of the Trust.

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February 2022.

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GUARANTEED INTERVIEW SCHEME

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as essential.

What do we mean by disability?

The Disability Discrimination Act, 1995 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

How do I apply?

If you want to apply under the Guaranteed Interview Scheme simply complete the declaration and send it in with your application.

We will try to provide access, equipment or other practical support to ensure that if you have a disability you can compete on equal terms with non-disabled people.

DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

I require the following special arrangements to be made for me to be able to attend an interview:

.....
.....
.....

Name:

Date:

Signature:

Vacancy reference number:

Please return the completed form with your application

Any false declaration of disability to obtain an interview will subsequently invalidate any offer of a post.

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