



*"Excellent Learning, Teaching and Leadership for All"*

# Recruitment Policy

## **Introduction**

The purpose of this policy is to ensure that all schools within Windsor Learning Partnership Multi Academy Trust, (hereafter referred to as the MAT), follow a robust, rigorous and fair process when recruiting staff, which minimises the risk of appointing people who may pose a risk of harm to children.

Windsor Learning Partnership seeks to recruit the best talent, where personal aspirations and values are aligned with the strategic objectives of the MAT, to continue to enhance the student experience, and to develop and enhance the MAT's reputation as an employer of choice. It is committed to facilitating the recruitment of individuals who match the specifications of the MAT's vacancies, in a way which is fair and cost-effective, reflects Windsor Learning Partnership's commitment to Equality and diversity and meets the requirements of the Equalities Act 2010 and all other relevant employment legislation.

## **Policy**

This policy applies to all employees, Members, Trustees, Governors, volunteers and others engaged by the MAT to work within Windsor Learning Partnership.

- The MAT will ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation.
- Recruitment and selection of staff will be conducted in line with the agreed recruitment process and procedure adopted by the MAT, which are provided separately in the MAT's Recruitment - Procedure and Process document.
- Vacancies should be filled via a competitive selection process, using fair and robust job-related criteria.
- The MAT will seek to recruit the best candidate for the job based on merit. The recruitment and selection process should ensure the identification of the person best suited to the job and the organisation within the MAT
- The MAT wishes to encourage the recruitment of staff with disabilities and will make reasonable adjustments to all stages of the recruitment process, and as required, in order for a successful candidate with a disability to undertake the post.
- Recruitment and selection is a key public relations exercise and should enhance the reputation of the MAT. The MAT will treat all candidates fairly, equitably and efficiently, with respect and courtesy, aiming to ensure that the candidate experience is positive, irrespective of the outcome.
- The MAT will promote best practice in recruitment and selection. It will continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.

- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- All posts will be subject to an enhanced Disclosure and Barring Service check.
- All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA). Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act (DPA).

Signed: \_\_\_\_\_ Date: 06 October 2016

Chair of the Board of Trustees

***Reviewed on***