



**LANCASTER UNIVERSITY  
SCHOOL OF MATHEMATICS**

**Lancaster University**

**School of Mathematics**

Recruitment & Selection Policy

<b>Title</b>	<b>Recruitment and Selection Policy</b>
<b>Policy Owner</b>	Head of School
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The Rigby Education Trust was set-up to operate and oversee the Lancaster University School of Mathematics.

The Rigby Education Trust is an academy trust and a charity. The Lancaster University School of Mathematics is the charitable activity of the academy trust. Therefore, in this document references to the Maths School apply to the Rigby Education Trust.

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## **1.0. Purpose**

The Rigby Education Trust has a Recruitment and Selection Policy which provides a clear framework for the recruitment and selection of staff, based upon the principles of equality and the fair and open treatment of individuals. Our aim is to appoint the best person for each vacancy, and seek to ensure that our recruitment and selection procedures do not unlawfully discriminate on any grounds.

Staff are appointed based on their qualifications, expertise and suitability for the vacant post. All staff are required to support the School's Mission and Values through their conduct and following the guidance set out in the Staff Code of Conduct.

Posts are advertised internally or locally and/or nationally as appropriate and applications are welcome from all individuals with the appropriate qualifications, skills and behaviours.

## **2.0. Recruitment And Selection Procedures for Staff**

### **2.1. Introduction**

Where there is a need to fill a staff vacancy a job description and person specification will be formulated which must encompass the main duties of the job together with the essential and desirable requirements in terms of qualifications, knowledge, experience, skills and personal qualities.

When a member of staff resigns a review of the continuing need for the post to be filled will be undertaken. Where there is a continuing need, a review of the existing job description and person specification will be undertaken and may be amended to reflect any additional or changed requirements.

### **2.2. Vacancy Advertisement**

All staff vacancies will usually be advertised internally (via email) and/or externally through the applicant tracking system (ATS). The ATS allows vacancies to be listed on a variety of advertising mediums. Vacancies may also be listed on advertising mediums outside of the ATS as required and deemed appropriate by the Head of School or their delegated alternate. All external vacancies will be advertised on the school's website on the dedicated career page, with links to the ATS.

There may be exceptions where the advertisement of vacancies (whether externally, internally or both) would be inappropriate, for example where vacancies require filling immediately on a supply or temporary basis, in a redundancy situation where there is a need for internal redeployment, or to comply with a duty to make reasonable adjustments. There may also be rare occasions where it is deemed appropriate to make appointments without advertising in order to support the strategic aims of the school.

### **2.3. Recruitment Information**

Information relating to the vacancy will be available electronically on the school's career site. This will include a job pack normally containing a letter from the Executive Principal, background information on the department, terms and conditions of employment, job description, person specification, information on the Rigby Education Trust and LUSoM. Online application forms are available for each role posted. In addition, all candidates are asked to complete an equality monitoring form as part of the online application process. If required and on request, the school may send copies of the recruitment information, equality monitoring form and application form via email or post to a candidate if they are not able to access the ATS.

Vacancies that are advertised internally via email will normally include pay salary information, job description and person specification.

### **2.4. Applications**

Application forms completed through the ATS will be submitted electronically and will be available on the online dashboard for review. The candidate will receive an automatic email to confirm receipt of the application.

Where an application form has not been completed using the ATS and has been received via email or post, the HR department shall upload this to the ATS. In these instances, the HR department will confirm receipt of the application via email, normally within one working day.

Curriculum Vitae will only be accepted when an accompanying LUSoM application form has been received.

If a candidate requires assistance or adjustments to the application and recruitment process, we would encourage them to notify the HR department as soon as possible. Contact details for the HR department are provided on the school's career site.

### **2.5. Shortlisting**

Shortlisting will be undertaken by no less than two persons, one of whom must have Safer Recruitment training. The shortlisting panel will have access to the applications through the ATS, alongside an electronic shortlisting form.

LUSoM has an interview guarantee policy for any applicant who is disabled who meets the essential criteria as prescribed in the person specification.

The Head of School, or their delegated alternate, will make the final decision in cases where there is not a unanimous decision.

### **2.6. Invitations to Interview**

Shortlisted candidates will normally be contacted by email to advise they have been shortlisted. A further email will be sent to shortlisted candidates outlining the details of the selection process along with the date, time and place of the interview. Where possible, candidates may be able to choose an interview time slot. The email will also contain a self-declaration form which all shortlisted candidates are required to complete prior to interview, information in respect of available parking and a request to shortlisted candidates with a disability to contact HR if any adjustments need to be made to the selection process to provide support. Any further details needed (e.g. lesson observation information and/or task information) will also be included.

## **2.7. Selection Procedures**

The selection procedures will vary, dependent upon requirements of the vacant post and will be determined by the Senior Manager overseeing the selection process. For teaching posts, procedures will normally include a panel interview and one or more of the following:

- subject based test
- lesson observation
- student panel or tour
- presentation or in-tray exercise

For non-teaching posts, procedures will normally include a panel interview and may include a task or other selection activity. Panel interviews will have a minimum of 2 interviewers, one of whom will normally be the Executive Principal, Head of School or Assistant Head alongside an appropriate departmental manager.

Second interviews may take place if required. One panel member must have Safer Recruitment training. At each panel interview candidates will be asked consistent predetermined questions with supplementary questions being asked as considered appropriate in each case. Any lesson observations will normally have a minimum of two persons observing, and a record of the lesson observation will be undertaken by each observer.

Where the panel appoint a successful candidate, they will agree a rank order of candidates and the Chair of the Panel (normally the Executive Principal, Head of School or Assistant Head) will summarise why the successful candidate has been selected on a form designed for this purpose. This record will be retained by the Trust. The Chair of the panel reserves the right to make the decision if there is no agreement.

The selection procedures for senior roles including the Chief Financial Officer, Deputy/Assistant Head and Head of School will require Trustee involvement. Trustees may be involved in the selection of other roles as appropriate.

## **2.8. Notifying Unsuccessful Candidates**

Each unsuccessful candidate will normally be informed, by a member of the HR team, by telephone within 24 hours of the decision being made that they have not been successful and thanked for their attendance. They will be invited to receive feedback from a member of the interview panel.

## **2.9. Notifying Successful Candidates**

The Head of School or senior manager overseeing the selection process will make a conditional offer of appointment subject to satisfactory pre-employment checks to the successful candidate, either in person or by telephone. This will be followed by a conditional offer of appointment letter which will be sent as soon as practicable.

## **2.10. Safer Recruitment**

The Rigby Education Trust follows the statutory guidance on recruitment, selection and appointment of staff in order to ensure, as far as is practicable, the safety and wellbeing of students. This will include:

- Ensuring one member of a selection panel has Safer Recruitment training
- Ensuring application forms are designed in accordance with statutory Safer Recruitment guidance
- Only accepting applications for employment by formal application form and supporting statement
- Checking application forms for gaps in employment, reasons for leaving employment, appropriateness of named referees and making further enquiries as appropriate
- Taking up a minimum of two appropriate and professional references, where consent is provided, otherwise references are obtained post appointment

All offers of appointment should be conditional until satisfactory completion of necessary and appropriate pre-employment checks.

After a conditional offer has been made but prior to appointment, where appointing individuals to work in regulated activity, checks will include:

- Verifying the candidate's mental and physical fitness to carry out their work responsibilities. An applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role
- Undertaking a check to ensure that a candidate to be employed to carry out teaching work is not subject to a prohibition order or other directions, sanctions or restrictions issued by the Secretary of State
- Checking and verifying a candidate's professional qualifications, identity and right to work in UK

- Undertaking a Section 128 check for relevant staff in line with the Keeping Children Safe in Education Statutory Guidance
- Making further checks as appropriate where a person has lived or worked outside the UK
- Enhanced Disclosure and Barring Service check (including barred list information, for those who will be engaging in regulated activity)

All offers of appointment are subject to completion of a satisfactory probationary or introductory period. The performance of new members of staff will be reviewed by the appropriate line manager with regular reports to the appropriate member of SLT.

### **2.11. Information Security Management**

In accordance with LUSoM's Data Protection Policy, the HR Department will retain a copy of all applications together with a list of shortlisted candidates and notes of each interview including a record of questions asked and candidates' responses, lesson observations/tasks and the summary selection form for a period of 6 months after the interview date, after which time the information will be destroyed using the school's procedures for disposal of confidential waste and cleansing of electronic data.

A privacy notice in relation to the processing of personal data of job applicants is included in all recruitment job packs.

### **2.12. Equality Monitoring**

Equality and Diversity monitoring data will be stored electronically, separately from application forms. The data will not be visible or accessible to any member of staff outside of the HR department. After 6 months, all equality and diversity data is automatically anonymised. The ATS will produce a report of the anonymised equality and diversity data in order that anonymous equality monitoring can take place to assist the school in identifying any trends and to act where appropriate.

## **3.0. Recruitment And Selection Procedures for Volunteers**

The Trust will follow the statutory guidance on recruitment, selection, and appointment of volunteers to ensure, as far as is practicable, the safety and wellbeing of students and where required, will carry out appropriate checks.

Further information can be found in 'Keeping Children Safe in Education – Statutory Guidance for Schools and Colleges'.

## **4.0. Policy Statement for the Recruitment of Ex-Offenders**

### **4.1. Policy Statement**

As an organisation assessing applicants' suitability for positions within a 16 to 19 academy using the Disclosure and Barring Service (DBS), the Trust fully complies with the code of practice and



undertakes to treat all applications for positions fairly and equitably. This policy statement applies to all job applicants including volunteers.

Due to the nature of LUSoM and that it is a specified establishment for the purposes of the Disclosure and Barring Service, applicants who are teachers or who, in the ordinary course of their duties, have access to persons under the age of 18 in attendance at the School are exempt (by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975) from Section 4(2) of the Rehabilitation of Offenders Act 1974. These applicants are, therefore, not entitled to withhold information about cautions or convictions, which for other purposes are 'spent' under the provisions of the Act unless covered by the Disclosure and Barring Service filtering rules which specify under what circumstances certain cautions or convictions are classed as 'spent'. Further information can be found at:

- <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>. Filtering rules do not apply to certain convictions and applicants should refer to <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

As part of the application process all applicants are required to complete a declaration in relation to the following:

- Any previous conviction(s) (excluding any caution or conviction covered by the Disclosure and Barring Service filtering rules which need not be disclosed).
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted.
- Any overseas information which is relevant to the applicant's suitability to work with children and/or vulnerable adults.
- Whether they are known to the police and children's social care, any relevant overseas information which would impact upon the suitability to work children.
- Any disqualification from working with children or vulnerable adults (including if they are on any barred lists).
- Any sanctions imposed by regulatory bodies e.g., Disclosure and Barring Service, National College for Teaching and Leadership and The General Teaching Council etc.

Applicants are requested to provide brief details and dates of any information relating to the above.

In the interest of confidentiality where an applicant makes a disclosure, details of such will only be known to relevant members of the Human Resources team along with the Executive Principal, Head of School or Assistant Head.

Disclosure of information as stated above will not automatically result in the debarring of a person from employment or volunteering at the school. Where an applicant makes a disclosure, a discussion may take place with the applicant and the Executive Principal, Head of School or Assistant Head to assess the relevance and circumstances of the disclosed information before making a decision regarding suitability for employment or volunteering at the school.

Any appointee or volunteer who fails to disclose cautions or convictions not expressly covered by the filtering rules may have the offer of appointment or volunteering withdrawn or disciplinary action being taken and possibly the police and/or the Disclosure and Barring Service being notified.

## **5.0. Other relevant documents**

Probation and Induction Policy

Staff Code of Conduct