

# NMAT STAFF RECRUITMENT AND SELECTION POLICY (Non-Statutory)



## Preamble

This document sets out NMAT's policy on staff recruitment and selection. NMAT is committed to a policy that employs and promotes the most appropriate employees in a fair and consistent manner free from discrimination.

This policy is to be read in conjunction with NMAT's Equal Opportunities, and Data Protection policies. No decisions regarding recruitment or selection should be made by a person who has not read and understood this policy or without the involvement of our Human Resources (HR) department.

## Scope

This policy is applicable to all current employees and applicants for employment with NMAT.

## Policy statement

This policy seeks to ensure that there is no discrimination on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation at any stage of the recruitment process or in the terms and conditions offered to new employees or promoted employees.

## Advertising

Advertising of all positions with NMAT will be carried out both internally and externally (as applicable). All employees (including fixed-term employees) will be notified of any positions that arise during their employment by way of these being posted on the appropriate communications mechanisms (Sharepoint, staff shared area and/or the website).

Advertisements will make clear, in both wording and illustration, that the positions are open to all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. Details of positions will be fully circulated so as to ensure access to all applicants. This includes forwarding internal advertisements to employees on long-term leave.

## Application forms

Application forms will contain relevant questions needed for selection, if these questions are necessary for pension or health purposes, they will be asked after appointment.

## Testing

If it is necessary to use selection tests for a job, they will only relate to non-biased, genuine objective requirements of the role. Records of any testing undertaken will be retained for a period of one year.

## Interviewing

The interviewing process will be carried out in the following way:

- No assumptions will be made on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation.
- Questions will relate to the requirements of the job as established in the job description and the person specification.

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- Interviews will be carried out by more than one person and the interview panel will preferably comprise of individuals of both genders. At least one member of interview panel will be Safer Recruitment trained (applicable to external roles).
- Applicants will be assessed at the end of interviewing against pre-defined criteria.
- Interviewers will complete Interview Evaluation Forms for each candidate.
- Records of the interview process will be retained for a period of one year, including questions asked, answers given, any interview notes, and interview evaluation forms for all candidates.

## References

All external candidates will be required to provide two satisfactory references prior to appointment. References will be checked in accordance with the standard reference checking form. Should a NMAT/or the Academy wish to ask any question not mentioned on this form, authorisation from HR is required. Referees must not be contacted without the permission of the candidate to whom they relate. Should a candidate not be in a position to provide two references, the issue will be dealt with by the NMAT HR team on a case-by-case basis.

## Medical Check

Upon commencement of employment an employee will be required to complete a medical assessment form for HR and may be required to attend a medical check with a company-nominated occupational health specialist. This medical check will focus on the health and wellbeing of the employee in carrying out their job role and duties, as well as ensuring that any duty to make reasonable adjustments is complied with.

## Employment of Foreign Nationals

NMAT will only employ workers who are legally entitled to work in the United Kingdom. All employees will be required to undertake an appropriate right to work check, regardless of their nationality, by reviewing appropriate immigration documents or by accessing an online right to work check.

## Records

NMAT will retain, for at least one year, all records arising through the recruitment process in compliance with the legitimate basis of contract and public task.

## Promotion

All employees will be aware of the promotional and career opportunities available to them from details circulated through the communication mechanisms highlighted above. Training and job experience needed for promotional opportunities will be open to all employees. Promotion will be determined by merit and performance against objective criteria.

Unsuccessful internal candidates will be given feedback so as to facilitate improvement.

No employee will be overlooked in relation to a promotion or an experience-broadening opportunity because of their reluctance to apply or accept on a previous occasion. The process surrounding promotion will be free from discrimination.

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## Training

All relevant staff, including those on fixed-term/part-time contracts, will have equal access to training opportunities.

## Process for Requesting Recruitment (applicable to leaders only)

The recruitment process should be followed in accordance with the following steps:

1. Authority to recruit must be granted by the Executive Principal before advertising a vacancy. In cases of an Executive Principal vacancy the authority to recruit must be granted by NMAT Board of Trustees. In the case of a Head of School, Vice Principal or SLT or NMAT Central Team vacancy, the authority to recruit must be granted by the Executive Principal in conjunction with the NMAT Board of Trustees.
2. A draft post profile should be produced with full details of the position, tasks, reporting line, responsibilities of the jobholder and number of subordinates, if applicable. The skills, experiences, qualifications and competencies of the jobholder should be laid out in the person specification.
3. Job advertisements will be based on the job and person specifications and/or competency profile. Internal vacancies will be posted on appropriate communication mechanisms. For external positions a variety of advertising media will be used. Positions may be simultaneously advertised internally and externally.
4. Applicants are encouraged to apply online but hard copies of application forms are also acceptable.
5. All external applicants will be pre-screened by the recruiting manager and HR department. All applicants that meet the specified criteria will be sent to the relevant recruiting manager. Internal applicants' details will automatically be sent to the recruiting manager/SLT.
6. Prior to the interview candidates will be provided with information about NMAT, the role and responsibilities.
7. HR will apply for and verify all references once applicants have been invited to attend interview (subject to the agreement of the applicant). References will ideally come from current and/or previous employers, if applicable.
8. All interviews should consist of at least two interviewers, including the recruiting manager.
9. An interview assessment sheet will be designed by the recruiting manager and our HR Department based on the post profile and person specification/competency profile, and the outcome recorded on a rating system.
10. Each interviewer should complete the rating system in the interview debrief recording a level against each competency.
11. All interview documentation must be returned to the HR department for secure storage. Only those that require access for specific and authorised purposes will be able to access this information.
12. Valid and reliable testing will be conducted on short listed candidates, as appropriate. This information will be stored securely together with other assessment data.
13. Upon selection of a suitable candidate the recruiting manager will liaise with our HR department to identify the appropriate starting salary.

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14. The Executive Principal/Head of School (as applicable) must approve all offers made to successful candidates.
15. All offers are subject to two satisfactory references, medical clearance, a check on relevant qualifications and eligibility to work in the UK where applicable, and successful DBS Safeguarding clearance. Should any of these references/ clearances not be acceptable to NMAT, the offer of employment may be revoked.
16. HR will send out a copy of the written statement of terms and conditions of employment and all related new starter forms that need to be completed. All new starters will then receive a timetable for their successful induction into NMAT.