



## Staff Recruitment Policy

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## **1. Background**

The recruitment and selection process at Trent Education Centre (TEC) aims to select the highest calibre candidate for each available vacancy. Our robust recruitment procedures, such as shortlisting, interviewing and selection, are fair and transparent and strive to eliminate harmful discrimination, particularly any based on protected characteristics.

The HR staff and Senior Management Team work closely together throughout the recruitment process, and decisions are made about the suitability of a candidate based on thorough background checks, such as criminal records, DBS checks, professional references and interview information all in line with the TEC Equality, Diversity and Inclusion Policy.

TEC fosters an inclusive culture, values diversity and focuses on equality at the foundation of its recruitment and selection process. All appointments are made in accordance with this policy. Appointments follow a process that starts with a job description, applicant sort-listing selection, interview with a panel of at least two staff and a final selection, which must be approved by the Managing Director. Any exceptions to the process must be approved in advance.

## **2. Aims and Objectives**

The aim of the Staff Recruitment Policy is to provide stakeholders with the recruitment, and selection process of staff at TEC. It aims to support those involved in recruitment to conduct a fair, consistent, effective, and structured process. To achieve this, the policy seeks to:

- Promote timely and cost-effective recruitment practices in line with agreed timescales.
- Ensure that appointments are made based solely on objective and relevant criteria, including qualifications, skills, knowledge, and the quality and breadth of experience, thereby securing the most suitable candidate for each role.
- Ensure that all stages of the recruitment process are conducted lawfully and without discrimination against any individual or group.

## **3. Job Description**

A job description will be created for any vacant post, setting out the duties, responsibilities, location and salary. Financial approval by the Managing Director for this new post will be approved prior to the search for a candidate begins.

A Person Specification will also be included in the JD which will outline the qualifications, experience and knowledge, as well as skills, required for the job.

Background checks will be carried out before the candidate is officially recruited and these will include checks to ensure candidates are eligible to work in the UK, have required qualifications, a clean criminal police record, Disclosure and Barring Service (DBS) check where appropriate, and two written professional references for all staff who are likely to come into contact with students or other vulnerable adults. This includes Tutors. Staff must obtain approval from the Managing Director before appointing new staff.

#### **4. Advertising New Jobs**

The creation of a new vacancy and its salary specifications will be agreed by the Head or Operations, the Managing Director and HR Manager in accordance with this policy. Posts will be advertised externally or internally or both, via a range of channels, such as media, website, recruitment apps, LinkedIn and so on. All existing staff will be given the opportunity to apply for any vacancy.

All job adverts will include the TEC name and logo and title of the vacancy. The vacancy advertised will include details of job, salary, duration of job, person specification and closing date for application. The recruitment process will follow this TEC Safer Recruitment Policy and adhere to its Safeguarding Policy.

#### **5. Interviews for candidates**

- The date, time and location of the interview
- The names of the interview panel members (at least two)
- Directions or guidance on how to reach the interview location
- Information about any tasks, tests or presentations that will form part of the interview
- A request for the candidate to bring evidence of their right to work in the UK and any relevant qualification certificate
- Each candidate must be given an opportunity to ask questions during the interview.
- Questions related to a candidate's personal characteristics, including, but not limited to, age, sexual orientation, race, religion or belief, marital or civil partnership status, gender reassignment, pregnancy or maternity, and disability are to be completely avoided throughout the recruitment process. These are protected under the Equality Act 2010, and consideration of these factors may be deemed unlawful and strictly forbidden.
- During the interview, panelists will ask about gaps in employment.

## **6. Selecting the Panel**

To allow effective planning, the recruiting manager will need to select a minimum of two staff members to sit on the interview Panel and be involved in the process of short listing and interviewing. An interview panel should:

- Consist of at least two panellists, relevant to that particular post.
- Panelists should be gender and ethnicity balanced, if possible, to ensure no bias in the selection process
- Panelists must declare if they already know the candidate prior to the interview.
- Panelists must commit to attending all parts of the selection process.
- One of the panel members should have undergone TEC's in-house Safer Recruitment Training.

**In exceptional cases, when there is a last-minute hire emergency, a line manager may be the only staff member to be involved in the hiring of a new candidate.**

## **7. Criminal Conviction Declaration Forms**

Candidates who are not shortlisted will have their sealed criminal declaration forms destroyed without being opened. For shortlisted candidates, the forms will be opened and reviewed for any disclosed convictions. If a conviction is relevant to the role, the candidate will be removed from the shortlist.

## **8. Interviewing**

Once the closing date for job application has passed all panel members need to meet and assess which applicants should be called for interview and when. All applicants invited for interview need to have met the requirements of the job description.

Interviews will be structured and planned in advance by deciding on who will chair the interview and which questions are required to cover the job description and person specifications, avoiding any discriminatory questioning. All candidates should be treated equally.

The interview panel will make the necessary selection decisions, and they must take accurate and objective notes throughout the interview to support fair and evidence-based decision making. In accordance with data protection legislation, candidates may request access to these notes as part of a subject access request.

## **9. Disabled Applicants**

If a candidate has a disability or additional need that may require adjustments, their requirements should be discussed with them after the interview questions have been completed. This discussion must not influence the assessment of their suitability for the role. If the candidate is successful and meets the job criteria, the organisation must make any reasonable adjustments needed to support them in the role. If the adjustments required are assessed as not reasonable under the Disability Discrimination Act, the Manager must write to the applicant explaining why the adaptations cannot be provided.

## **10. Tutors**

When inviting tutors for an interview, they will be asked to deliver a micro-lesson (15-30 minutes) to a group of students. The class will be observed by a qualified member of the academic staff, such as the Head of Programme. After the micro-lesson, the observer will consult the students for feedback and will pass this information on to the panel team.

## **11. Candidate Selection**

The interview panel will choose the successful candidate based on their application, interview performance and any assessment activities, including the micro-lesson. All written notes taken during the process must be stored in the recruitment file for at least six months after candidates have been informed of the outcome. All interview records are confidential. The line manager will then make a conditional offer to the preferred candidate, subject to satisfactory references and required disclosures.

## **12. Sharing Comments**

At TEC we believe that everyone is entitled to feedback and this includes non-successful applicants. We are always happy to provide feedback to those applicants who did not succeed in their interviews. Feedback is always concise and honest and devoid of any derogatory comments.

### **13. Pre-employment Checks**

A number of pre-employment checks need to take place. These include:

- Verification of candidate's identity
- Right to work in UK verification
- Enhanced DBS as appropriate for those working with children, young adults or adults at risk.
- Original copies of qualifications and certificates
- Two satisfactory references
- Additional checks if candidate has lived outside the UK within last 10 years.
- Any candidate accepted as a Tutor cannot be subject to a prohibition order.

### **14. References**

References will be requested after the candidate has been successful. There must be two references. One reference has to be from the candidate's current or most recent employer; the other reference can be from another employer. Referees cannot be relatives or friends. Both referees will be contacted directly by TEC and asked if they believe the candidate to be suitable for the job they applied to. References will be verified to ensure they originate from a legitimate source.

### **15. Eligibility to Work in the UK**

TEC is required by The Immigration, Asylum and Immigration Act 2006 to ensure that all employees are entitled to work in the UK and therefore request proof of their right to work documentation before appointment.

TEC is committed to fostering an inclusive and diverse culture and would not make assumptions about a person's right to work based on any protected characteristic as listed in the Equality Act 2010.

When a candidate attends an interview, they are expected to bring original documents that allow us to verify the following:

- Confirm the candidate's identity using an official photo document such as a passport or driving licence.
- Check that the date of birth matches the person's apparent age.
- Ensure all documents are still valid and have not expired.
- Confirm that any UK Government visas, stamps or endorsements permit the type of work being offered.
- Where the candidate has changed their name, obtain a supporting document (e.g., marriage certificate or deed poll).

TEC will retain copies of the necessary documents, including:

- The front cover and all pages that show the applicant's personal information, photograph and signature.
- Pages with a UK Government visa, stamp or endorsement confirming their permission to carry out the role

## **16. Criminal Conviction Information**

TEC will request a Disclosure and Barring Service (DBS) check for any role that is exempt under the Rehabilitation of Offenders Act 1974 and for positions where the post-holder may have contact with vulnerable adults. All candidates invited to interview will be informed that a DBS check will be required, and in some cases the final offer may be delayed while the disclosure is processed.

A DBS check will only be carried out for the candidate selected for appointment, and this requirement will be clearly stated in the interview invitation. The appointment may not be confirmed until the DBS result has been received and reviewed.

## **17. Qualifications**

Successful candidates will be asked to bring proof of academic qualifications and certificates, and these will be kept in the HR file, showing the date and initials of the person that verified the documents.

## **18. Offer of Employment**

Letters of employment can only be offered by a line manager, a member of the Senior Management Team if approved by the Managing Director. The HR Manager will be responsible for arranging the new employee to go on the company payroll.

## **19. Induction and Probation**

All new employees will be given an induction programme which will inform them of their main duties and responsibilities. It will also cover information about the company, such as TEC's policies and procedures, as well as safeguarding, health and safety.

## **20. Record Keeping**

In accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, records relating to the recruitment and selection of unsuccessful candidates will be retained only for as long as necessary, normally six months following the conclusion of the recruitment process. After this period, all records will be destroyed in line with the College's data retention procedures.

## **21. Volunteers**

TEC requests that all volunteers involved in any TEC activities must be checked and must have a DBS certificate, otherwise they will not be permitted to participate in any TEC activities. TEC will obtain an enhanced DBS certificate (which should include barred list information) for all volunteers who are new to working in regulated activity.

## **22. Visitors and Visiting Speakers**

TEC does not have the right to obtain a DBS certificate for visitors or visiting speaker unless they meet the legal criteria for a DBS such as they will be working with children. Staff should therefore use their professional judgement as to escort or supervise them. All visitors and visiting speakers are expected to sign in and sign out at Reception and always wear a TEC visitor's badge and where possible, be escorted by a TEC member of staff.

## 23. Safe Recruitment Checklist for Line Managers

Action	Tick
<b>Planning</b> <ul style="list-style-type: none"> <li>• Complete staff request form</li> <li>• Confirm post details: job title, hours, contract type, salary range</li> <li>• Create a job description</li> </ul>	
<b>Vacancy Advert</b> <ul style="list-style-type: none"> <li>• TEC Company Details</li> <li>• Job Role</li> <li>• Brief job summary</li> <li>• Key person specification points</li> <li>• Contract duration (if fixed term)</li> <li>• Closing date, application method, and contact person</li> <li>• Statement that a DBS check is required</li> </ul>	
<b>Short-listing</b> <ul style="list-style-type: none"> <li>• Apply essential criteria to shortlist.</li> <li>• Note and prepare to explore any gaps, anomalies, or concerns in employment history.</li> <li>• Reject applicants who do not meet essential qualifications, skills, or experience.</li> <li>• Invite shortlisted candidates to interview.</li> </ul>	
<b>Invitation to Interview</b> <ul style="list-style-type: none"> <li>• Provide interview details: panel members, tasks/tests, location, date and time, and any instructions.</li> </ul>	
<b>Interviews and Assessment</b> <ul style="list-style-type: none"> <li>• Minimum of two interviewers with authority to appoint.</li> <li>• Agree questions, assessment criteria, and standards in advance.</li> </ul>	
<b>Assessment methods may include:</b> <ul style="list-style-type: none"> <li>• Questions exploring safeguarding attitudes and motivation for working with children/young people/families.</li> <li>• Discussion of employment gaps, disciplinary issues, criminal matters, or sanctions.</li> <li>• HR Manager checks and copies original documents.</li> <li>• Tutors deliver a micro-lesson (15–30 minutes).</li> </ul>	

<p><b>Recruitment Decision</b></p> <ul style="list-style-type: none"> <li>• Decision is subject to satisfactory references, DBS, and ID checks.</li> <li>• Make a conditional offer to the candidate selected.</li> <li>• Notify Managing Director of appointment and salary.</li> <li>• Once approved, Head of HR issues formal offer and requests references.</li> </ul>	
<p><b>Pre-employment Checks</b></p> <p>HR Manager verifies:</p> <ul style="list-style-type: none"> <li>• Photo ID</li> <li>• Personal details such as DOB and Address</li> <li>• Proof the candidate has the right to work in the UK</li> <li>• Qualification certificates</li> <li>• A Declaration of Health</li> <li>• References, including current employer, with follow-up by phone/email</li> <li>• Overseas/EEA checks where relevant</li> </ul> <p>HR Manager submits:</p> <ul style="list-style-type: none"> <li>• DBS application (if required)</li> </ul> <p><b>No one may start work until all checks, including DBS sighting, are complete.</b></p>	
<p><b>Induction</b></p> <ul style="list-style-type: none"> <li>• Explain safeguarding responsibilities and how to report concerns, including concerns about colleagues.</li> <li>• Ensure completion of Safeguarding and PREVENT training (if not already achieved).</li> <li>• Ensure completion of Health &amp; Safety and Fire Safety/Evacuation training.</li> </ul>	