



Recruitment Policy

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Committee	Personnel, Finance and Facilities Committee
Responsible officer	HR Manager

Revision	Status	Date	Author	Comments
1.0	Draft	14.10.14	G Thomas	
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1.2	Reviewed	July 2018	G Thomas	

1. Introduction

Milton Keynes Education Trust (MKET) is committed to equal opportunities; it is the policy of the Trust to offer equal opportunities to all applicants at all stages of the recruitment and selection process.

2. Establishing a vacancy

Before any jobs can be advertised Managers should review the need for the role or any changes that may be needed. An up-to-date Job Description and Person Specification must be drawn up.

Equality legislation requires that consideration should be given to whether the job is suitable for part-time working or job-sharing. Specifying that a job must be done on a full-time basis could amount to indirect discrimination unless it can be objectively justified. If the job is suitable for part-time working or job-sharing, this should be stated in the advertisement.

Any new role or vacant jobs where there has been significant change of duties must be formally job evaluated.

3. Advertising Policy

All vacancies will be advertised for a minimum of 10 days. Exceptionally managers may request that the posts are advertised for a shorter period of time.

All vacancies will be advertised externally unless there are exceptional circumstances as detailed below.

Exceptions to Normal Advertising

There may be occasions when advertising a vacancy through a competitive process is not possible or appropriate. The Trust has therefore agreed a code of practice for the following situations:

- Temporary to permanent appointments
- Permanent conversion of a secondment
- Resource constraints
- Redundancy
- Temporary replacement
- Career development
- Compassionate grounds

4. Selection Process

Composition of Interview Panel

The chair of the appointment panel should be experienced and panel members should have undertaken appropriate training.

Panel members shall not take part in any part of the recruitment process involving an immediate relative or partner or someone with whom they have a personal relationship or where there might be a conflict of interest. This also applies to any appointment or promotion decisions. Normal recruitment/redeployment/appointment/promotion procedures and processes apply.

It is for panel members to make any such relationships/conflict known.

Appointments entailing a reporting relationship between immediate relatives or partners will only be allowed if prior approval has been received from the Chief Executive / Headteacher or Chair of Board of Trustees/Chair of Governors.

5. Offers of Employment

Authority to issue contracts has been delegated to Human Resources.

Approval to offer employment to an applicant with a criminal conviction must be obtained from the Chief Executive Officer.

Offers are subject to two satisfactory references which must be from the most recent employer/place of study (a written note of a telephone reference is acceptable when there is a need to process the offer quickly), satisfactory police clearance, confirmation that the medical questionnaire is satisfactory and proof that the individual is eligible to work in the UK.

The Trust permits a number of different types of contractual arrangement:

Types of contract

Permanent

The majority of contracts will be offered on a permanent basis where there is an on-going need for the role. The appointment can be offered on a full time or part time basis.

Temporary

The individual is offered a fixed-term contract and becomes an employee of the Trust; salary is on the MKET pay scale and is paid through payroll.

Job Share

The Trust supports job sharing in order to provide opportunities for those requiring part-time work for domestic and other personal reasons, and as part of the Trust's commitment as an Equal Opportunity Employer.

Job Sharing involves two people sharing the duties and responsibilities of one job, on the pay scale and conditions of employment applying to the particular post. The leave entitlements and other benefits of the job will be shared on a pro-rata basis. The responsibilities of the role are shared in full with an element of contact and co-ordination between them. A job share means that resources (such as office space and equipment) are allocated for one person only.

Under equality legislation, all posts should be considered for job-sharing. Where job-sharing is appropriate, this should be specified in the advertisement.

Proof of Eligibility

All potential employees are required to prove they are eligible to work in the UK. This is normally checked at interview.

Start Dates

Start dates for internal appointees will be by negotiation. The maximum time before an individual takes up the new role is the period of notice set out in the individual's terms and conditions of service.

For external appointments the start date will be as advertised or as soon as the appointee has worked their notice if later.

Starting Salary

Appointments to all jobs must be made to a salary point on the approved grade for the job. All internal staff moving from one job to another on the same terms and conditions and the same grade will remain on the same salary and will receive normal incrementation.

For all external staff and those internal staff appointed to a job on a different grade or different terms and conditions, the date of the next increment should be considered when fixing salary.

When determining starting salaries, consideration should be given to the salaries of existing staff on the same grade and their comparative experience and length of service.

External appointees can only be placed on a discretionary point where there are "market rate" reasons and Human Resources have agreed the case. These will only be approved in exceptional circumstances.

Probation

All external support staff contracts and NQTs are subject to an initial six month probationary period.