



Recruitment and Selection Policy

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| Approved by: | Paula Tucker | Date: 15/9/25 |
| Review by: | 31/9/26 | |

1. Purpose

The purpose of this recruitment and selection policy is to ensure we recruit:

- The best possible candidates, based on their relevant merits, to support the delivery of our corporate strategy; In an equal and inclusive way that is consistent with employment legislation and good practice;

Through a process that supports our values;

- In a value-for-money way.

2. Scope

This policy applies to all internal and external candidates who are applying to work at ReFocus.

3. Policy Statement

Recruiting and selecting the best people is of paramount importance to the continued success of ReFocus. To do this, we recognise we need to recruit from the widest possible talent pool and ensure we have the right balance of skills. Each recruitment campaign will be designed to identify the best person for the job, without compromising fairness, confidentiality or ReFocus' commitment to having a diverse workforce. This policy ensures all recruitment and selection complies with Keeping Children Safe in Education and embeds safer recruitment principles throughout all stages of the process. All staff involved in recruitment will complete accredited safer recruitment training and apply it when drafting job descriptions, shortlisting, interviewing, and appointing staff.

4. Recruitment Process

4.1 Identification of a Recruitment Need

Before recruitment commences, the line manager for the role, in liaison with the Senior Management team, identifies the specific recruitment need and gains the necessary approval for the role. All members of staff involved with the recruitment process will have sufficient training, including but not limited to safer recruitment training.

4.2 Job Descriptions (including Person Specifications)

A job description is prepared that will include:

- an outline of the job's main accountabilities; and
- a person specification, which details the criteria required to perform the job, against which candidates can be assessed throughout the recruitment process.

4.3 Advertising

All substantive vacancies will be sent out to all Internal employees via the work-based email system. ReFocus Ltd will advertise externally via the website www.refocus.school and may choose to advertise through cost-effective external media in order to generate a diverse pool of potentially suitable candidates. Where appropriate, staff will be able to refer external candidates.

In certain limited circumstances, it may be appropriate to make an appointment without advertising the role internally or externally. An assessment of the potential impact should be made before deciding to appoint without advertising and approval should be sought in advance from the Senior Management Team. In demonstrating that advertising should be waived, the assessment will need to show, amongst other things, that the equality and diversity implications have been considered and that there are no internal staff eligible for redeployment.

4.4 Applications and Shortlisting

All individuals regardless of race, age, disability, gender, gender reassignment, sexual orientation, religion or belief, pregnancy and maternity, marriage or civil partnership are encouraged to apply for vacancies. For further information about ReFocus's Equality and Diversity Policy, which reflects the Equality Act 2010, please refer to the Equality and Diversity Policy. Applications are treated with due confidentiality.

Shortlists will be determined by the extent to which a candidate's experience, knowledge and skills match the role requirements as demonstrated within their application.

ReFocus makes a commitment to interview all candidates who meet the essential criteria for a job vacancy. Reasonable adjustments to the recruitment process will be made to ensure that no candidate is disadvantaged because of their disability.

Candidates will be notified of the decision made in respect of their application by phone or email. Due to the volume of applications, specific feedback will not generally be provided at the shortlisting stage.

4.5 Selection (Assessments and Interviews)

The selection process will be as efficient and clear as possible in order to ensure a positive candidate experience within an optimum timescale. The expectation at the various stages in the process will be in line with the complexity of the job requirements. Candidates may be required to complete various assessments such as presentations, a student-based assessment, a written exercise and/or other job-related exercises as appropriate for the job.

Interviews will focus on the needs of the job and the experience, knowledge, skills and competencies needed to perform it effectively. Candidates will be assessed consistently against the criteria.

All offers of employment will be made on merit following the selection process as outlined above.

4.6 Appointing New Employees

Before finalising an offer, ReFocus will require two satisfactory references (which may be taken at any stage of the process), completion of a work health assessment, and confirmation of the individual's right to work in the UK. For some roles, the offer will also be subject to a check of essential qualifications. All checks will be carried out in accordance with the latest Home Office Right to Work guidance (2024 update).

It is essential that every new Employee will be required to complete DBS and Barred List checks via the DBS in line with the ReFocus Safer Recruitment Policy.

Refocus will make any further checks they think appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- criminal records checks for overseas applicants
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Advice about which regulatory or professional bod applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK ENIC (the UK National Information Centre for global qualifications and skills

4.7 Candidate Expenses

Any travel expense incurred as a result of the selection process will be at the cost of the candidate.

4.8 Data Protection/Confidentiality

Records relating to recruitment will be held and destroyed in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.

4.9 Complaints

ReFocus strives to ensure that candidates understand the process and requirements and that they have a positive experience regardless of the outcome of their application. Where a candidate remains dissatisfied after raising a complaint, they may escalate this to the Chair of Governors. External candidates may also seek advice from ACAS.

4.10 Queries

Any queries relating to this policy should be addressed to a member of the Senior Management team.
enquiries@refocus.school