

## Recruitment Process Guidance

Process	Notes	School	HR	Related Documents/Process
<b>Post Vacancy</b>	Submit details to Finance to be agreed.	✓		Google Form link: <a href="https://forms.gle/a5mXzYrHEHSj7ida7">https://forms.gle/a5mXzYrHEHSj7ida7</a>
<b>Advert</b>	<ul style="list-style-type: none"> <li>Complete advert request form fully and submit to HR for all vacancies: <a href="mailto:HR@bebcmat.co.uk">HR@bebcmat.co.uk</a></li> <li>Posts will be advertised on My New Term (MNT) Indeed Govt. Teacher Vacancies</li> </ul>	✓	✓	1. Advert Request Form  All applications online MNT Model application forms for exceptional circumstances: App 1 Teacher application form App2 Support application form
<b>Shortlisting</b>	<ul style="list-style-type: none"> <li>At closing date, complete shortlisting MNT</li> <li>Update candidate status MNT</li> <li>Send reference requests for successful candidates MNT</li> </ul>	✓ ✓ ✓		Candidate status at this stage: <ul style="list-style-type: none"> <li>• Shortlisted</li> <li>• Interviewing</li> <li>• Unsuccessful</li> </ul> (template responses set up in MNT, which can be edited before issuing)
<b>Interview</b>	<ul style="list-style-type: none"> <li>Take copies of relevant documents</li> <li>Notify successful and unsuccessful candidates.</li> </ul>	✓ ✓		Verify identity, right to work in Uk, DBS and qualifications
<b>Appointment</b>	<ul style="list-style-type: none"> <li>Notify HR of new appointment – the following must be included:               <ol style="list-style-type: none"> <li>1. New starter form</li> <li>2. Certificates / Qualifications</li> <li>3. DBS &amp; RTW documents</li> </ol> </li> <li>Issue onboarding pack MNT</li> <li>Carry out pre-employment checks.</li> </ul>	✓	✓ ✓	2. New Starter Form
<b>Contract</b>	<ul style="list-style-type: none"> <li>When all pre-employment checks are complete, and should be by 1<sup>st</sup> day of employment, issue final offer letter and contract.</li> <li>Employee to sign contract and acknowledgement slip – send to <a href="mailto:HR@bebcmat.co.uk">HR@bebcmat.co.uk</a></li> <li>Issue pre-employment check letter to school for employee file.</li> </ul>	✓	✓ ✓	3. Pre-employment Checks Confirmation
<b>Probation</b>	<ul style="list-style-type: none"> <li>Arrange 3-month probation meeting and record outcome (more frequent if required).</li> <li>Arrange 6-month probation meeting and record outcome.</li> <li>Notify employee of outcome.</li> </ul>	✓ ✓ ✓		4. Probation Review  5. Probation Completion Letter

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<b>Amendments &amp; Changes</b>	<ul style="list-style-type: none"> <li>If the employee changes role, hours, location, contract type or receives an additional payment – complete change form and send to HR.</li> <li>Issue change to contract letter.</li> <li>Any change of name, address or bank account can only be done by HR and requires evidence documents.</li> </ul>	✓	✓	6. Change Form
<b>Termination</b>	<ul style="list-style-type: none"> <li>Complete termination form – send to HR with a copy of the email or letter of resignation.</li> <li>Issue resignation confirmation letter.</li> </ul>	✓	✓	7. Termination Form  8. Resignation Confirmation Letter (includes link to online exit questionnaire)  9. Exit Questionnaire (to be completed and sent HR should line manager wish to complete an exit interview with employee)

### HR contact details:

[HR@bebcmat.co.uk](mailto:HR@bebcmat.co.uk) for recruitment, changes and leavers.

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### Important:

*It is important that we receive all the relevant documentation and information to hold in the employee's personnel file and to meet statutory requirements.*

The onboarding pack will be issued via My New Term once HR have received notification of an appointment. The candidate will complete all the relevant information through their MNT account