



Next Review:	December 2027
Effective Date:	13 January 2026

Introduction

The Unity Schools Trust (hereafter ‘the Trust’) is committed to providing equal opportunities for all staff and prospective employees and seeks to eliminate unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

This policy is intended as a statement of the Trust’s aims, commitments and responsibilities in relation to equal opportunities in employment and not to discriminate on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. These have been integrated into the Trust’s HR policies which will provide the detail of operational practices and procedures.

This policy is intended to complement the Trust’s Equality and Diversity Policy which covers the Trust’s broader commitments in relation to its pupils and the community it serves.

Aims

- i. To ensure that newly recruited staff have the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the Trust
- ii. To ensure a consistent and equitable approach to the appointment of staff
- iii. To ensure compliance with all relevant legislation pertaining to the recruitment of staff
- iv. To ensure compliance with all safeguarding legislation pertinent to the employment of staff in an educational setting or organisation and their suitability to work with children
- v. To ensure the most cost-effective use of resources in undertaking the recruitment process

Recruitment

- i. The Chief Executive Officer (hereafter ‘the CEO’) has overall responsibility for approving the staffing complement of the constituent academies of the Trust, in accordance with the budget approved by the Board of Trustees and the Schedule of Delegation.
- ii. The Board of Trustees has overall responsibility for approving the staffing complement of the Trust’s Central Services Team, in accordance with the budget approved by the Board of Trustees and the Schedule of Delegation.
- iii. Permanent appointments outside of the agreed staffing complements for the year must first be approved by the Board of Trustees following consideration of the financial impact of any such change in structure.
- iv. All job descriptions, person specifications and job advertisements must be approved by the Trust’s Chief People Officer to ensure both compliance and consistency in recruitment processes.
- v. The Board of Trustees is responsible for the recruitment of a CEO.
- vi. The CEO is responsible for the recruitment of a Principal or a member of the Trust’s Central Services Team.
- vii. Principals have responsibility for the recruitment of staff within their constituent academies, in line with the staffing complement agreed by the CEO, subject to approval by the CEO.

- viii. No vacancy may be advertised without the prior consent of the CEO to ensure that all appointments are in line with budgetary constraints and that economies of scale are achieved wherever possible.

Advertising

- i. All teaching posts (including those of CEO and Principal) will be advertised nationally.
- ii. All support staff posts will be advertised via the means deemed most appropriate to achieve successful recruitment to the vacancy.

Safeguarding

- i. All applications must be made on the Trust's teacher/ support staff application form to ensure the appropriate declarations are made by all applicants.
- ii. Details of any convictions, cautions or bindovers should be attached to the completed application form in a sealed envelope marked confidential.
- iii. The selection panel must include at least one person who has successfully completed safer recruitment training.
- iv. References will be sought and obtained directly from the referee.
- v. In the case of applicants currently or previously working in a school one of the referees must be their most recent school employer.
- vi. All appointments made will be conditional upon the receipt of two satisfactory references and verification of the candidate's identity, fitness to undertake the role, qualifications and professional status where required.