

Recruitment and Selection Policy

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MAT Recruitment is a specialist education recruitment agency, specialising in the permanent and long term placement of education staff including: (but not limited to) Headteachers, Senior Leader, teachers, learning supports assistants, one-to-one tutors and school support staff ranging from HR, Finance, Estates and administration for client schools and multi academy trusts nationwide.

The company is committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - firstly, to ensure that no registering applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, gender reassignment, marital and civil partnership status, race or any other condition not relevant to the performance of the job; and secondly, to ensure that our clients are offered the best candidates available in terms of skills, experience and approach.

Company policy therefore aims:

- to provide full confidence to both clients and candidates of our best intentions to ensure that we register and submit quality candidates to support the needs of all children
- to confirm our commitment to safeguarding and promoting the welfare of all children
- to confirm our expectation for all staff and registering candidates to share this commitment.

This document provides a summary of the checks carried out during the recruitment, registration and interview process. Each candidate registering with MAT Recruitment, regardless of origin or country of citizenship, is subject on first contact to a verbal vetting process using the company standard vetting form to ascertain whether the individual meets the company minimum requirements for registration and interview. The 'virtual' face-to-face interview ascertains if the candidate has the required skills and competencies to undertake the work for which they are making application.

During or after interview, the candidate is subject to a series of stringent quality checks:

- Identity and Proof of Address
- Qualification, if applicable
- Prohibition check through the Teaching Regulation Agency's (TRA) Teacher Services portal
- Criminal record check through the Disclosure and Barring Service (DBS)
- Check A Teacher Record
- Disqualification by Association
- Physical and Mental Health check
- References – Minimum of 2 years
- Overseas – statement of good conduct or overseas police check
- Previous employment history, with gaps in employment history explored

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