



## **Recruitment administration guidance: September 2025 (updated February 2026)**

This document is guidance for Headteachers when recruiting within their school and outlines the responsibilities of the central team, Headteachers and school staff. Headteacher's must follow the Trust recruitment principles when deciding on any recruitment activity.

This recruitment administration support is being implemented for all schools because Headteachers told us it would be helpful to create additional capacity in some of the administrative functions in schools. Centralising the administration of recruitment is one step towards this. This document will walk you through the recruitment administration process step-by-step.

This additional support will not take away Headteachers' autonomy and responsibility for recruitment decision-making for their individual schools.

### **Process to notify the central team of recruitment activity**

In line with the Trust's recruitment principles when a school is ready to commence recruitment and advertise a vacancy [this vacancy request form](#) must be completed and submitted to the central team – the central team will be automatically notified when the form has been completed and the 'submit' button pressed. Confirmation of receipt of vacancy request form will be sent by email to the individual who has completed the form with three working days of the request being received.

The information included on the vacancy request form will be then used by the central team to create a recruitment pack and to advertise the post within seven working days of receipt.

### **Internal recruitment**

For all internal recruitment, please contact the COO prior to any recruitment commencing. An administration support package will be agreed by the COO in partnership with the Headteacher.

### **Roles and decision making and communication**

The following table will take you step by step through the whole process of recruiting from deciding on a vacancy, advertising to selecting your preferred candidate. As the stages of the recruitment progress, the headteacher will kept up-to-date with the process as it progresses e.g., the



Headteacher will know the vacancy has been received via a confirmation email, you will know the vacancy has been advertised when the school receives the recruitment pack to publish on the school website.

### **Important information**

- All recruitment email correspondence between the school and central team should be sent to [recruitment@dgat.org.uk](mailto:recruitment@dgat.org.uk) It is helpful if you share this information within the subject line [School, vacancy] e.g. Bedrock Primary School, Class One Teacher Maternity Cover Vacancy. This helps the central team keep track of recruitment actions and information.
- A minimum of two weeks advertising for all posts and three weeks for teaching posts where possible is recommended.
- A minimum of one week should be allowed between the vacancy closing date and interviews.
- A minimum of two weeks should be allowed between interview and the start date – if this is not possible due to an exceptional circumstance please or urgent recruitment need please contact the GHRO prior to submitting a request.
- Only recruitment administration request received via [this vacancy request form](#) will be accepted. Email requests will not be accepted.
- The recruitment timeline may be adjusted if a delay is encountered in any part of the recruitment process. This is to ensure that the central team have the time to produce accurate and high-quality information and candidates have adequate time to prepare for interview.
- Once a vacancy is advertised it will not be removed unless in exceptional circumstances and with the approval of the COO.
- If any errors are noted in any published recruitment information, please contact the GRHO as soon as possible.
- It is the responsibility of the Headteacher to ensure that all recruitment information required for the SCR and successful candidate's personnel file is actioned and filed correctly in a timely manner. All information required will be available to the school once the recruitment process is completed from the school's Central HR Teams channel. If there is any information missing, please contact the GHRO as soon as possible.

Action	Person responsible				Further information
	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
Decide that a vacancy is required, ensuring that the Trust recruitment principles are followed, any prior authorisation has been sought and cost is within agreed budget		x			
Communicating the vacancy to the school's SBM or SFP.		x			Headteachers are advised to discuss recruitment to identify any budget implications with their SBM or SFP in advance of submitting a vacancy request form.
Complete <a href="#">vacancy request form</a> and submit to central team via MS form		x			Headteachers will receive email confirmation from the central team to confirm receipt and explain next steps, A link to the school's Central HR Teams channel will be shared.
Purchase request for recruitment advertising to be created	x				

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
Purchase request authorisation – <b>please note</b> , a delay in approving the PR will result in a delay in the vacancy being advertised		x			
Creation of job description and person specification		x			This information needs to be uploaded to the vacancy request form. A delay in this will delay the recruitment pack being created.
Creation of job pack	x				It is anticipated this will be completed within three working days of the request being received. Any delay to this expected timescale will be communicated to the headteacher.
Final approval and sign off of job pack		x			This will be uploaded to the vacancy folder in the school's Central HR Teams channel and the file shared with Headteacher via email. The vacancy will not be advertised until the Headteacher has signed it off by return email.

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
Vacancy advertised	x				The headteacher will receive an email from the central team confirming the vacancy is live.
Responding to role queries from prospective candidates		x			
Applications collected and collated	x				Applications will be uploaded as received and will not be checked by the central team. It is part of the shortlist and safer recruitment process for Headteachers to review applications for completeness or adherence to the recruitment pack requirements.
Applications shared with Headteacher for shortlisting when vacancy has closed	x				The headteacher will receive an email confirming that the closing date has passed and a link shared to complete following shortlisting. All applications received will be uploaded to the school's Central HR Teams channel. For fair and equitable recruitment practice it is advised applications are not viewed until after the closing date.

Action	Person responsible				Further information
	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
Shortlisting of received applications		x HT and recruitment panel			
Informing central team of candidates to be shortlisted				x	Please advise the central team of the outcome of the shortlist process using <a href="#">this form</a> .
Contacting shortlisted candidates with invitation to interview and all relevant information	x				This will be actioned once the school has confirmed the shortlist. Invitation to interview letters will be uploaded to the school's Central HR Teams channel.
Undertaking pre-interview social media checks and sharing any relevant information with the HT	x				This will be actioned once candidates have confirmed attendance at interview. Completed checks will be uploaded to the school's Central HR Teams channel.
Requesting references where the candidate has authorised this and providing to the HT.	x				This will be actioned once the school has confirmed the interview shortlist. Received references will be uploaded to the school's Central HR Teams channel.

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Collating invitation to interview RSVP	x				
Responding to requests from shortlisted candidates to visit school				x	
Providing the HT with a list of confirmed interview attendees	x				Headteachers will receive email confirmation of the candidates who are attending interview.
Deciding interview questions and any pre-interview tasks		x			
Informing central team of any pre-interview tasks and length of time for each task and formal interview		x			Headteachers should complete <a href="#">this form</a> to provide all relevant interview information to be shared with candidates.
Creating an interview day schedule	x				Headteachers should complete <a href="#">this form</a> to provide all relevant interview information to be shared with candidates.
School based organisation for the interview day e.g. suitable available rooms, meet and greet				x	
Printing application forms of shortlisted candidates for a wet signature to be secured at interview				x	These should be uploaded to the school's Central HR Teams channel

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
					with the file name [Candidate name_application form_signed].
Candidate identity and qualifications verification				x	These should be uploaded to the school's Central HR Teams channel with the file name [Candidate name_identity check-completed.].
Ensuring the short-listing declaration form signed is signed at interview		x			These should be uploaded to the school's Central HR Teams channel with the file name [Candidate name_shortlisting declaration-completed.].
Undertaking formal interview and school-based interview tasks		x			
Reviewing references as part of safer recruitment process and to determine suitability for role		x			
Making appointment decision		x			
Informing successful candidate of preferred candidate status		x			It is expected that this will be a telephone call with an explanation that a formal offer will follow.

Action	Person responsible				
	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	Further information
Informing unsuccessful candidates and providing interview feedback if requested		x			
Informing central team of successful and unsuccessful candidates				x	
<ul style="list-style-type: none"> <li>▪ Completion of outstanding safer recruitment processes for successful candidate</li> <li>▪ any outstanding references</li> <li>▪ If management post - Section 128 check undertaken.</li> <li>▪ Teachers' prohibition check undertaken.</li> </ul>	x				
<ul style="list-style-type: none"> <li>▪ DBS check and right to work check, including barred list information if appropriate</li> </ul>		x		x	<b>Please note this is a change and is now a school responsibility</b>
Verification of work permit if applicable and any other further checks required if member of staff has lived outside the UK.	x				

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
New starter medical form on My Cority	x				The central team will advise the headteacher of any relevant information. Confirmation of the completed check will be uploaded to the school's Central HR Teams channel.
All interview records and verification information returned to central team for filing		x			These should be uploaded to the school's Central HR Teams channel with the file name.
Offer letter and written statement of particulars to be written to successful candidate	x				Headteachers will receive an email confirming the completion of the recruitment process and that the school-led induction should commence.
Arranging pension letter to be sent	x				
SBM or school finance partner updated to ensure payroll updates are made			x		A new starter form with the relevant details required for payroll will be shared with the school's SBM in the school's Central HR Teams channel. For school finance partner's this will be shared via the school finance

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
					partner recruitment folder in the Central HR Teams channel.
SBM or school finance partner to update payroll			x		Information required for payroll will be provided in school's Central HR Teams channel
IMP updated with new starter details			x		
Request P45/46 (if P45 unavailable) and provided to the SBM/SFP to be sent to payroll	x				
Arbor to updated and new member of staff added (once role has been accepted and start date confirmed)	x				
Personnel file to be set up, and all relevant information filed at school.		x			It is the responsibility of the headteacher to ensure that all members of staff have an up-to-date personnel file in the workplace. All recruitment information required for a personnel file will be available in the school's Central HR Teams channel files.

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	Central Governance and HR team	Headteacher or their delegate	School finance partner or SBM	School admin staff or SBM HT to identify tasks as appropriate in school	
Statement of particulars received from payroll signed and filed on contract on Arbor		x			
Recruitment overview document completed to record all safer recruitment processes	x	x	x	x	The recruitment overview document will be shared with Headteachers via the school's recruitment folder. It must be completed by all those involved in the safer recruitment checks and processes.
School SCR updated when candidate commences role				x	
School-based induction to be planned and implemented		x			
Probation process to be planned and implemented		x			