



Recruitment administration guidance: September 2025

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 two 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.

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
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		
Complete vacancy request form and submit to central team via MS form		x		
Purchase request for recruitment advertising to be created	x			
Purchase request authorisation – please note , 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		
Creation of job pack	x			
Final approval and sign off of job pack		x		
Vacancy advertised	x			
Responding to role queries from prospective candidates		x		
Applications collected and collated	x			

Applications shared with Headteacher for shortlisting when vacancy has closed	x			
Shortlisting of received applications		x HT and recruitment panel		
Informing central team of candidates to be shortlisted				x
Contacting shortlisted candidates with invitation to interview and all relevant information	x			
Undertaking pre-interview social media checks and sharing any relevant information with the HT	x			
Requesting references where the candidate has authorised this and providing to the HT.	x			
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			
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		
Creating an interview day schedule	x			
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
Candidate identity and qualifications verification				x
Ensuring the short-listing declaration form signed is signed at interview		x		

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		
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"> Completion of outstanding safer recruitment processes for successful candidate DBS check, including barred list information if appropriate any outstanding references If management post - Section 128 check undertaken. Teachers' prohibition check undertaken. 	x			
Verification of work permit if applicable and any other further checks required if member of staff has lived outside the UK.	x			
New starter medical form on My Cority	x			
All interview records and verification information returned to central team for filing		x		
Offer letter and written statement of particulars to be written to successful candidate	x			
Arranging pension letter to be sent	x			

SBM or school finance partner updated to ensure payroll updates are made			x	
SBM or school finance partner to update payroll			x	
IMP updated with new starter details			x	
Request P45/46 (if P45 unavailable) and sending to payroll	x			
Arbor to be updated and new member of staff added (once role has been accepted and start date confirmed)	x			
Statement of particulars received from payroll signed and filed on contract on Arbor		x		
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		