

Juniper



# Headteacher Recruitment Checklist for MATs

for trust HR managers and leaders

## Headteacher Recruitment Checklist for MATs

The central leadership team in a Multi Academy Trust (MAT) implements the trust's strategic vision, manage the distribution of resources across the trust and lead the organisation day-to-day. In the dynamic landscape of MATs, where strategic decisions shape educational futures, finding the right headteacher is paramount. This makes headteacher recruitment one of the most crucial aspect in MATs.

This checklist is designed to help trusts with their **headteacher recruitment**. Our HR experts with an experience of finding successful school leadership solutions and recruitment of high calibre candidates for all key leadership positions, have put together this checklist to take you through every stage, from preparation to onboarding.

Follow this checklist to ensure you don't miss any important steps in your journey to hiring the best headteacher.



### Stage 1: Preparation

It is important to thoroughly prepare before launching a recruitment campaign:

- ☐ Define the future plans and strategies of your MAT to support recruitment
- ☐ Strengthen your recruitment process and outline the necessary support needed
- ☐ Review safer recruitment policies and statutory requirements ([free guide here](#))
- ☐ Select a panel of interviewers or assessors
- ☐ Prepare a timeline
- ☐ Produce a job description
- ☐ Produce a job advert
- ☐ Review the job description and advert with key school stakeholders
- ☐ Determine salary with the candidate



### Stage 2: Advertising

Maximise your chances of attracting top candidates and securing successful appointments with an engaging job advert that is visible on the right platforms:

- ☐ Explore prime locations for optimal job advert placement
- ☐ Include essential role and person specification details
- ☐ Develop a recruitment pack to accompany the job advert





## Stage 3: Shortlisting

Reducing your prospective candidates to a manageable list is an important part of the process. You will need to establish a central point for receipt of the applications:

- ☐ Form a panel to oversee the shortlisting process
- ☐ Design a Selection Matrix template for shortlisted candidates
- ☐ Review the panel's scoring system with school stakeholders



## Stage 4: Planning the interview or assessment day

Pre-interview and assessment day planning is key, as it enables you to create targeted questions and tasks essential for narrowing down the best candidates:

- ☐ Develop a diverse set of questions for the recruiters' assessment
- ☐ Organise and structure the assessment day and interview agenda effectively
- ☐ Confirm and prepare all necessary resources and materials beforehand
- ☐ Coordinate logistics and space requirements for the assessment day/interview
- ☐ Review and refine the assessment day and interview process for smooth execution



## Stage 5: The final stage

Once the candidates have been shortlisted and the interview or assessment day planned, you will move on to the final recruitment stage:

- ☐ Define criteria for decision-making and selection
- ☐ Schedule interviews/assessment days for selected candidates
- ☐ Confirm salary with candidate
- ☐ Start preparation for induction
- ☐ Verify references
- ☐ Complete all other pre-employment checks





## Stage 6: Onboarding

Now that the recruitment process is complete, it is time to make an appointment and get ready to welcome your new starter to your trust:

- ☐ Complete DBS checks
- ☐ Generate employment contracts
- ☐ Notify staff members of the new appointment
- ☐ Conduct induction/training



## Support from the experts

Juniper Education has a team of dedicated consultants ready to take the stress out of recruitment, offering flexibility, commitment, and expertise to support your trust.

Our expertise and knowledge can help support you to find the next school headteacher for your trust.

[Learn more about HR services.](#)