



Washwood Heath
Multi Academy Trust

Employee Referral Scheme

Prepared by:	Director of People, WHMAT
Applies to:	All WHMAT employees
Approved by:	Board of Trustees on [date tbc] after consultation with MAT-wide employees
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1.0 Introduction

1.1 At Washwood Heath Multi Academy Trust (WHMAT), we strive to recruit the best possible employees to our academies and to our Core team, so that the impact on school improvement is as positive as possible.

1.2 We are always looking for talented and driven education professionals and you may know other great teachers, leaders or support staff who would like to join “the WHMAT Family”. Support our People Team by referring a quality candidate to us today. Provided they are successfully recruited into a role following your referral, and stay with us for at least 6 months, you will receive one of the following:

- £150 worth of Amazon vouchers;
- £150 worth of high street vouchers;
- £150 to be invested into your team/faculty/department, to be spent as you wish; or
- £150 to be donated to a charity of your choice.

2.0 Scheme Conditions

2.1 You must complete and submit your referral to hroperations@whmat.academy prior to the candidate applying for the role.

2.2 You can submit your referral in relation to any external role advertised i.e. permanent/temporary.

2.3 The referred candidate will be tracked through the recruitment process and your chosen gift will be provided to you upon successful completion by the employee of 6 months with WHMAT.

2.4 The referred employee cannot be currently or previously employed by WHMAT.

2.5 The referred employee must not already appear on the People Team’s talent database i.e. they must be a brand new contact for us.

2.6 A successful referral is defined as a candidate who is offered a position, accepts, starts employment with WHMAT and meets the time requirements at 2.3 above.

2.7 The referring employee can be part-time/full-time/permanent/fixed term or on a casual contract.

2.8 The number of referrals made are unlimited provided that the requirements are met.

3.0 How to refer someone

- 3.1 Send the details of the person you want to refer on the attached “Employee Referral Scheme Form” to hroperations@whmat.academy, ensuring that all boxes are completed, **before they apply for the role.**

4.0 Review of Scheme

- 4.1 This scheme will be reviewed every 24 months from ratification to ensure that it is working effectively.

5.0 Data Protection

- 5.1 Any relevant paperwork should be filed confidentially in a secure place for up to 6 years and destroyed securely in line with WHMAT’s Retention of Records Policy, see www.washwoodmat.com, policies tab.

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Appendix A - Employee Referral Scheme Form

Referrer Details:	
Your Name:	
Your Email address:	
Your Contact number:	
Place of work and job title within WHMAT:	
Is the candidate being referred related to you? (Y/N). If so, in what capacity?	

Details of candidate being referred: (Please ensure that you have spoken to the individual before submitting their details to us)	
Their Name:	
Their Email address:	
Their Contact Number:	
Their Current Job Title/Place of Work:	
If your referral is successful, what reward would you prefer? (see 1.2 of Policy)	

Please tell us why you are referring this candidate? What makes them a great candidate for a specific role that we are advertising?

Completed forms must be submitted to hroperations@whmat.academy prior to the candidate applying for the role