

Classroom Direct Recruitment Ltd

Trusted, compliant staffing for UK schools. Cover, supply and permanent recruitment

Thank you for your interest in Classroom Direct Recruitment Ltd. This pack sets out who we are, how we vet and manage the staff we place, how our fees are structured in line with the Government Commercial Agency (GCA) RM6376 framework, and how straightforward it is to start working with us — with no obligation to use us exclusively.

1. About Us

Classroom Direct Recruitment Ltd is an education staffing agency built specifically for UK schools. Our primary focus is day to day, short term cover, and long term placement.

We work with primary, secondary and SEND/alternative provision settings, supplying:

- Qualified teachers and unqualified/cover supervisors for daily and short-notice cover
- Teaching assistants, learning support assistants and 1:1 SEND support staff
- Long-term supply and maternity/sickness cover placements
- Permanent recruitment for teaching and support roles, including senior leadership

Because our roots are in cover and supply, our whole operating model — vetting turnaround, on-call support, and candidate availability tracking — is built around speed and reliability, without cutting corners on compliance.

2. Safeguarding & Compliance: How We Vet Our Staff

Safeguarding is the foundation of everything we do. **Every candidate placed by Classroom Direct Recruitment is vetted in full accordance with the Department for Education's Keeping Children Safe in Education (KCSIE)** statutory guidance, and our compliance file for each candidate is built to the same standard your school would expect to see in its own Single Central Record.

Before any candidate is put forward to a school, we complete:

- An **Enhanced DBS** check with barred list information, renewed or checked against the DBS Update Service on an ongoing basis
- **Prohibition from Teaching and Section 128** (management/direction) checks against the relevant DfE registers
- **Right to work verification**, using compliant document checks or Home Office online checking services
- **Identity verification**, including proof of address and photographic ID
- **Qualification checks**, including verification of QTS/QTLS status where applicable via the Teaching Regulation Agency
- **A minimum of two references**, including the most recent employer, obtained directly from the referee and never via the candidate
- **A full employment history review** with a written explanation and risk assessment of any gaps
- **Overseas checks** (such as a Certificate of Good Conduct or equivalent) for any candidate who has lived or worked outside the UK

- **A face-to-face or video registration interview**, alongside a self-declaration of any health or medical conditions relevant to safe practice

Ongoing assurance:

- Every candidate's compliance file is reviewed before each new booking, not just at initial registration
- DBS status is monitored continuously via the Update Service where the candidate is subscribed
- We maintain a full audit trail for every check, available to your school or your safeguarding lead on request
- Our internal compliance team is separate from our booking consultants, so vetting decisions are never influenced by placement pressure

On request, we will provide your school with a compliance summary for any candidate prior to their first day, and we are happy to have our processes reviewed as part of your own safer recruitment audit.

3. Fee Structure. Aligned to the GCA RM6376 Framework

We believe schools should know exactly what they are paying for. The Government Commercial Agency's RM6376 Supply Teachers and Education Recruitment framework, which succeeded the former Crown Commercial Service (CCS) agreement, sets maximum permitted daily supplier fees for education recruitment agencies. It is worth being clear about what this cap covers: it limits the agency's margin, not the pay a teacher or support worker receives — pay rates remain a matter between the worker and the agency, and are unaffected.

Staff Type	GCA RM6376 Capped Daily Fee	Classroom Direct Approach
Qualified Teachers / Tutors	Up to £45 per day	Benchmarked at or below the capped rate
Education Support Staff (TAs, Cover Supervisors, LSAs)	Up to £38 per day	Benchmarked at or below the capped rate

Although we are waiting to be named in the official framework, our own fee structure is built around these same principles:

- Our supplier fees are benchmarked at or below the RM6376 capped rates for the relevant role type
- Every booking comes with a clear, itemised breakdown of worker pay, statutory employment costs (employer National Insurance, pension contributions, holiday pay) and our margin — no hidden mark-ups
- No registration fees, no annual retainer, and no charge simply for using our service — you pay only for the days booked
- Transparent permanent placement fee terms, provided in full before any permanent recruitment assignment begins
- We are actively pursuing formal GCA framework supplier accreditation; in the meantime, our rates and compliance standards are already built to meet framework requirements, so working with us today creates no barrier to a future framework-compliant relationship

A full, itemised rate card for your school's specific requirements (phase, subject, SEND weighting, location) is provided as part of registration.

4. No Tie-In, No Exclusivity

We know schools value flexibility, particularly where budgets and staffing needs shift through the year. Working with Classroom Direct Recruitment does not require you to:

- Sign up to a preferred supplier list (PSL) arrangement with us
- Commit to any minimum volume of bookings
- Agree to any exclusivity or lock-in period
- Give notice before choosing to use another agency alongside or instead of us

You are free to register with us and continue using as many other agencies as you wish. Our terms of business are a straightforward, non-exclusive agreement — there is nothing to renew, cancel, or negotiate your way out of. We would simply like the opportunity to earn repeat bookings on the strength of our service.

5. How Schools Register With Us

Getting set up with Classroom Direct Recruitment is designed to take as little of your time as possible. Here is exactly what happens:

1. **Initial enquiry**

You contact us by phone or email, or a member of our team follows up after this pack. We arrange a short call to understand your school's phase, size, typical staffing gaps, and any specialisms you need (e.g. SEND, EYFS, specific subjects).

2. **Terms of business**

We send over our non-exclusive terms of business for your school to review and sign. This is a compliance and payment terms document, not a commitment to volume or exclusivity — it simply confirms how bookings, invoicing and liability work between us.

3. **Compliance and account set-up**

We confirm your safeguarding contact, single central record process, and any local requirements (e.g. specific induction information new staff should receive on arrival). We set up your account on our booking system so requests can be logged quickly.

4. **Dedicated consultant assigned**

You are introduced to a named consultant (and an out-of-hours/early-morning contact for urgent cover) who gets to know your school's preferences — the staff who have worked well for you before, classroom set-up, behaviour policies, and anything else that helps us match well.

5. **First booking**

You raise a request by phone, email, or through our booking portal, specifying role, dates, phase/subject and any SEND or behavioural information relevant to the placement. We confirm a matched, fully compliant candidate along with their compliance summary before their first day.

6. **Ongoing relationship**

After each placement we welcome feedback on the candidate, which feeds directly into future matching. Invoicing is clear and itemised, and your consultant reviews your usage with you periodically to make sure our service is still meeting your needs — with no obligation to continue if it is not.

6. Next Steps

If you would like to register your school, request a bespoke rate card, or simply ask a question about our compliance processes, please get in touch using the details below. We are happy to visit in person to talk through how we can support your staffing needs.

Classroom Direct Recruitment Ltd

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