

050 Recruitment procedure

Policy statement

Our setting is committed to valuing diversity by providing equality of opportunity and anti-discriminatory practice. This procedure has been developed to ensure our application process is fair and accessible.

Legal framework

Employment Rights Act 1996, 2002, 2008

Equality Act 2010

Statutory Framework for the Early Years Foundation Stage 2017

Procedures

Advertising the post

The recruitment sub-committee will meet to agree the post to be advertised, the hours and rate of pay if to be included. A deadline for applications will be set. A committee member will be nominated to co-ordinate the application process and act as contact for the applicants.

The job will be widely advertised using:

- The settings website/Faceboook page
- Local businesses to display advert
- Local press – e.g. Peak Advertiser
- Government website – Universal Jobmatch
- Websites – Indeed, Gumtree
- Early Years Foundation Stage Forum
- Local University/college

Applicants will be able to contact the recruitment co-ordinator by telephone or email, each application will be logged. Each applicant will be sent a job description including person specification, a standardised application form and the suitability declaration form for completion. Candidates are made aware that the post is exempt from the Rehabilitation of offenders Act 1974.

Short listing and interview

Once the deadline has been reached the recruitment sub-committee will meet to short list the applicants against a set of agreed criteria, the person specification lists both essential and desirable criteria. The qualifications of each applicant will be checked using the Department for Education qualification finder to ensure that it is full and relevant.

(www.education.gov.uk/eypqd/qualification-search.aspx)

Unsuccessful candidates will be informed of our decision.

The short listed candidates will be invited to visit the setting to meet the supervisor and to observe our working practise. Following this visit, if the candidate wishes to proceed a date will be set for interviews; this may include a practical activity with the children. The activity would be observed and notes made to be shared with the interview panel.

The interview will be undertaken by a panel, including the Supervisor and one committee member as a minimum. An external observer (e.g. a local primary school governor) may be invited to ensure impartiality. Any panel member with prior knowledge of a candidate must declare this before the interview and may be excused from the process.

Each candidate will be asked to provide proof of identity, proof of right to work in the UK, a copy of their qualification certificate and a copy of their enhanced disclosure.

Each candidate will be asked a series of questions; these will be agreed beforehand by the panel and should be appropriate to the post being filled. Any gaps in employment will be queried.

Each candidate's response will be judged by the panel and a mark given for each question. At the end of the interview each panel member will add up the total scored by the candidate.

The panel will discuss each candidate's performance on the basis of the interview and practical activity. If there is a suitable candidate then the panel will recommend an offer is made otherwise the post will be re-advertised. Unsuccessful candidates will be informed of our decision.

References

Two references will be required, including one from a previous employer. If the candidate has indicated on their application form that references may be taken up before the interview process then the co-ordinator will send out a request to the listed referees, including a copy of the job description. If the candidate had not given this permission then the references will be taken up prior to a job offer being made.

Job offer

The successful candidate will be sent a letter offering them the job, the letter will confirm:

- the job title and the offer of that job
- any conditions (pre or post) that apply to the offer
- the terms of the offer - salary, hours, benefits, pension arrangements, holiday entitlement, place of employment, etc.
- the date of starting
- the length of the probation period, this will be based on the seniority of the role and the length of the contract (if a fixed term)
- what action the candidate needs to take, e.g. returning a signed acceptance of the offer, agreement to references, any date constraints on acceptance

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Two copies of the employee's terms and conditions will be issued within two months of them starting work. One should be signed by the employee and returned to the Chair of the management committee.

Induction/probation period

The new employee will be taken through an induction process which will introduce them to the pre-school and cover health and safety. A date for their initial review will be set. During the probation period the new employee will work with a current staff member until familiar with our routine and ethos. The new employee will not work unsupervised until an enhanced disclosure check has been completed.

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory: