

Recruitment Policy

Statement of intent

It is our intention that Cuckoo Meadow Pre-school recruits staff in accordance with the requirements of the Race Relations Act 1976, the Sex Discrimination Act 1975, the Disability Discrimination Act 1995, the Rehabilitation of Offenders Act 1974 and the Age Discrimination Act 2006. We want to ensure that we recruit a high quality staff, on the basis of their ability and suitability for the post, regardless of age, gender, ethnic background, disability, language or colour.

Aim

The aim of this policy is to ensure that recruitment takes place in a fair, non-discriminatory way, and to provide a checklist to aid the process.

Method

When a vacancy arises, the Committee will designate at least 2 members (usually including the Chair or Vice Chair) to deal with the recruitment process.

Advertising

The vacancy will be advertised as widely as possible in order to attract applicants from all sections of the community. At the very least, an advert should be placed in the Job Centre, local shops, and in the pre-school itself. Depending on the timescale, adverts may be placed in the Parish Magazine and Local Press.

The advert will include:

- a brief job description
- Starting date
- anticipated hours
- details of how to obtain application form and job description
- closing date for applications

A designated committee member will respond to enquiries and send out application forms and job descriptions to interested parties (and stress the closing date.)

Shortlisting

After the closing date, the committee members will peruse the application forms (with Equal Opportunities monitoring sheet removed) and will decide on a short list for interview, judging applicants against the criteria in the job description and person specification.

One of the panel will then inform shortlisted applicants of the date, place and time of interview (and ensure where possible that this is confirmed in writing).

At the same time, those not shortlisted for interview should be informed, giving brief reasons for their non-selection.

Interview

The framework for the interview will be agreed in advance amongst the committee members on the panel. It may also be appropriate to have Supervisors in the interview. Interviews must follow the same pattern for every applicant and the pattern should be explained to the interviewee at the start of the interview. It should be kept as informal as possible.

Offering the post

After the interview, the panel will compare notes on the applicants to reach a consensus about who should be appointed. The successful candidate will be

contacted as soon as possible, and offered the post. If they do not accept and there is an alternative candidate, then they will be offered the position next. If there is no acceptable alternative candidate, then the process will begin again.

After the successful candidate has accepted the position, a designated member of the panel will write to the unsuccessful applicants informing them of the outcome of the interview. The reasons for the decision will be made clear.

Unsuccessful candidates' interview notes and application forms must be kept for a period of six months.

The job offer must be in writing and follow the pre-school's pro-forma document. The candidate will be required to sign and return one copy of the offer. Two references will be sought at this stage if not previously obtained.

There will be a probationary period of 3 months for all new employees.

Starting work

During the new employee's first week in the job, arrangements will be made to obtain an Enhanced Disclosure from the CRB.

The first few weeks in the job will be governed by the pre-school's Staff and Volunteer induction programme and policy.

At the end of the probationary period, the member of staff will have an interview with their line manager who will confirm whether the probation is satisfactory or will be extended. The probationary period will not end until a satisfactory CRB check is received.

The reasons for any extension will be made clear and will be confirmed in writing. When the probationary period, including any extension of it has been successfully completed, the employee will be informed in writing.

Thereafter, the employee will be appraised on a regular, ongoing basis.

This policy was adopted at a meeting of Cuckoo Meadow Pre-school

held on.....

Signed on behalf of the Pre-school.....