

# North Leigh Pre-school

## 20. Staff Recruitment procedure

### Staff Recruitment Procedure

#### *Preparation*

Job description, person specification and salary are agreed by the officers of the management committee.

The job description will include the individual's responsibility for promoting and safeguarding the welfare of the children he/she is responsible for, or meets.

The panel for shortlisting and interviewing is agreed at an early stage. Interviewing should include the Chair of the management committee and the Preschool Manager.

An advert will normally be posted online, placed in several highly visible public places as well as internal locations. The advert should state:

- Outline of position vacant including any special skills required
- Our commitment to safeguarding
- Hours and rate of pay • What training is required (if any)
- How to apply for the job description, person spec and application form
- Contact person, address and telephone number
- Closing date
- 'Applications are welcome from all sections of the community'

#### *Applications*

Applications packs will include:

- The pre-school's aims
- A safeguarding statement

- Person specification
- Job description
- Employment application form

### *Shortlisting*

At least two panel members should review applications for shortlisting against the criteria of the person specification.

One panel member informs each shortlisted candidate of the date, time and place of the interview. Confirm in writing.

Inform all candidates not shortlisted.

### *Interviewing*

A framework of questions for use in all interviews should be devised. All candidates are assessed against criteria contained in the person specification without exception or variation.

A scoring mechanism linked to the person specification should be used.

Candidates should be asked to bring photographic ID to interview. A copy of the ID should be retained to evidence right to work in the UK.

### *Post interview*

The panel should compare scores in order to reach consensus about who should be offered the position.

Contact the candidate as soon as possible and offer the position. If this person does not accept then the scoring mechanism will identify the next in line.

If no candidate meets the requirements of the job description it is more important to go through the process again than to appoint an unsuitable person.

A DBS check should be completed by the successful candidate and submitted in advance of individual taking up the post.

Original educational and qualification certificates should be checked and a copy retained on the personnel file.

A minimum of two employment references should be obtained directly from the referees using the reference request pro-forma. One reference should be from the current or most recent employer. (If a candidate is in education/recently finished studying, then a reference should be sought from the educational establishment.)

Write to all unsuccessful candidates to notify them of the outcome of the interview process.

### *Feedback*

A candidate has the right to challenge the decision not to appoint them. If this happens ask the candidate to put their request in writing to allow time for the records of the interview to be reviewed. Reasons for non-appointment should be related to the criteria on the person specification and should avoid subjective discussions.

The job offer to the successful candidate should be put in writing and must include the following:

- Start date and rate of pay
- Offer subject to verification being taken up
- Subject to references which are satisfactory
- Subject to the approval of the registering authority and to confirmation, if necessary, that any criminal convictions or orders against the candidate which have been disclosed do not constitute disqualification
- That the offer is subject to a trial period.

### *Retention of records*

Records for unsuccessful candidates should be retained for 6 months. The record of the interview for the successful candidate should be saved to their personnel file.

This procedure was adopted by North Pre-School Management Committee

Chairperson – Mrs. E. Cookson.....

Date.....7<sup>th</sup> June, 2021