



## ST GEORGE'S PRE-SCHOOL HINTON ST GEORGE

Website: <http://saintgeorgespreschool.co.uk>

### Recruitment and Selection Policy & Procedure

#### Statement/Aim

This policy is to ensure the:

- The efficient and effective recruitment of staff
- Legislation in regard to recruitment is adhered to
- Applicants are treated fairly, consistently and courteously
- Recruitment and selection decisions are based on merit alone
- Appointment of suitably qualified and skilled employees
- Appointment of employees who will not endanger or put at risk young children

St George's Pre-School provides a staffing ratio in line with the Welfare Requirements of the early Years Foundation Stage. All staff are appropriately qualified and have the appropriate clearance to work with young children (CRB's and ISA (from Nov 2010 for new staff and April 2011 for existing staff))

St George's Pre-School will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, this Pre-School will comply with the CRB Code of Practice, Vetting and Barring Scheme and Data Protection Act when receiving such information. We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of offenders Act 1974, The Education Act 2002, and the Race Relations Act 1976 (amended) Regulation 2003 and the Employment Equality Regulations 2003, Age Discrimination Act 2006 and section 76 of the Childcare Act 2006

#### Pre-Advertising

*Job Descriptions* - Before advertising the post, the current job description will be reviewed and amended as appropriate and necessary. If there is no job description then one will be drawn up.

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*Employee Specification* - This will identify qualifications, skills and attributes required within the post. These will be identified through interview, references and application form. Consideration will be given to experience and qualifications gained abroad and of skills acquired during periods out of paid employment.

*Contracts* - St George's Pre-school offers several types of contract and it will be stated in the advertisement which contract is available: Permanent - for a specified number of hours; Temporary - where we require staffing for a limited period of time, for example to long term sickness, this would be reviewed on a week by week basis; Fixed term - the date on which the contract terminates would be specified; Casual - where there is no obligation on either side to offer or accept work. Casual employees may work regular hours but should have no expectation of work. All employees would be required to complete a self-medical assessment form, CRB disclosure (and hold and ISA when introduced) and provide proof of National Insurance Number.

### **Advertising**

In the interests of Equal Opportunities the childcare provision will ensure that all job vacancies are advertised in a variety of places (such as local newspapers and shops) to attract applicants from all of the community.

Wording of the advert will communicate clearly the organisations specific requirements and not use discriminatory language, unnecessary jargon or superfluous details.

*Advertisement* - the advertisement will include the post title, salary, key duties and functions of the post, skills/knowledge/experience/qualifications needed to undertake the post, whether permanent or temporary, hours, closing date, interview date, how to apply and contact details.

### **Applications**

Application details will be sent out within 2 days of request, either by post or email. The application pack will include an application form, job description and person specification, notification of date of return and interview date. Late applications will only be considered by prior arrangement or due to exceptional circumstances at the committee's discretion.

### **Shortlisting**

The shortlisting panel will consist of a 2 or 3 committee members (including the Chair) and the supervisor of pre-school and a county committee advisor if necessary.

At the shortlisting the panel will establish the applicants: full employment history and medical suitability. Shortlisting will be made against the job description and person specification, criteria and notes will be taken for each application.

### **Interviewing**

St George's pre-school will shortlist candidates against the job specification, inviting them to attend for an interview by telephone, letter and email (where possible), giving 7 days notice. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination.

*Interview Panel* - this will consist of 2 of the committee members who were on the shortlisting panel, the supervisor and the county committee advisor if necessary.

### **Interview Procedure**

- The Chair of the interview panel will greet each candidate on entering the interview room, giving the names of the interviewers, explaining the process and notes will be made to help the recruitment process.
- The panel will take it in turns to ask questions (already selected).
- The applicants identity will be checked eg with birth certificate, passport (photograph and date of birth are consistent with the appearance of the candidate and not expired. If the applicant has changed their name, documentation should be provided.
- Candidate will be given a chance to ask questions.
- At the end of the interview the panel will check that the candidate is still a firm applicant and willing to accept the post if offered.
- The panel will thank the candidate for attending and will advise them how the decision will be conveyed.
- The interview panel will make a recommendation to the full committee.
- The successful candidate will be notified (reminded that the post is subject to CRB, ISA, medical declaration and references checks)
- Provide forms for CRB checking
- Candidates who are unsuccessful will be notified and offered feedback....if necessary giving the reason for rejection by referring to interview notes.
- All documentation relating to the unsuccessful applicants (forms, interview notes etc) will be retained for 6 months and then destroyed.

### **References**

- Two written references will be obtained, one from a current employer. If the candidate brings these to interview, a copy will be made and if this candidate is successful the referee will be contacted by phone to confirm the reference. Once written references have been received, a telephone call will be made to the referee thanking them and confirming the reference.
- References will generally be called for at the shortlisting stage unless the candidate has specifically requested that they do not want their current employer contacted unless successful (by indicating on their application form)

### **Pre-Employment Checks**

These will be made on all successful candidates:

- References (see above)
- Check ISA registration (after Nov 2010) and complete CRB check
- Medical Form for supervisor to be sent to doctor/Ofsted. Self medical declaration for other members of staff.
- Qualifications - an original certificate should be seen and copies made to retain on the personal file.
- The Asylum and Immigration Act 1996 states that successful candidates will be required to produce a National Insurance Number from a P45 or other relevant documentation.
- Work Permits where applicable
- Notify Ofsted if it is the supervisor who has changed.

**Reviewing the policy**

Recruitment, selection, employment procedures and practice will be kept under to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

**Links to other documentation, policies, procedures and legislation**

- Links to Safeguarding, Health & Safety, Confidentiality, Data Protection Policy, Grievance and Disciplinary Procedure, employment & staffing
- Every Child Matters Outcome: Staying Safe
- General Welfare Requirements: Suitable People

**EYFS key themes and commitments**

<b>A unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping safe	2.4 Key person	3.3 Supporting every child	

**This Policy was updated and re-adopted by the committee members of St George’s Pre-school at a Policy Meeting held on 27<sup>th</sup> April 2010.**

**Helen Harding (Chair) .....**

**Gilly Jaffé (Secretary).....**