

Recruitment and Retention Policy

Statement of intent

We are an equal opportunities employer. We provide equal opportunities and are committed to the principle of equality regardless of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, gender, marital status, sexual orientation, gender reassignment, age or disability. We will apply employment policies that are fair, equitable and consistent with the skills and abilities of our employees and the needs of the business

Staff recruited will be appropriately qualified for the level of employment and recruitment is subject to successful enhanced Criminal Records Bureau checks and in accordance with statutory requirements. The reader is advised to read the Playgroup's Statement on Recruitment of Ex-Offenders alongside this policy document.

Aims

To ensure that children receive pre-school education from appropriately qualified staff and that our teaching and childcare standards meet the Statutory Framework for the Early Years Foundation Stage.

Methods

General Principles

Staff / committee involved in the recruitment process should be aware of their responsibilities under the relevant legislation. The playgroup aims to secure equality of opportunity in all its activities, and in this respect all staff / committee should maintain a positive attitude towards equality of employment.

If a member of staff / committee involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individuals' application. It would normally be necessary for the member of staff / committee to avoid any involvement in the recruitment and selection process.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the Data Protection Act. (DPA) Applicants will have the right to feedback and to access any documentation held on them in accordance with the DPA.

At all times St Joseph's Pre-school Playgroup recruits staff in line with the Ofsted Statutory Framework for the Early Years Foundation Stage, of which a copy is available on request.

Preparation Stage

The recruitment and selection process should not commence until a full evaluation of the need for the role against the playgroup's strategic plans and budget has been completed.

Obtaining Candidates

As a minimum all positions will normally be advertised within the playgroup, its parent body and the parishes of Redhill, Reigate and Merstham.

Otherwise positions will be advertised using the most appropriate and cost effective medium to maximise the number of suitably qualified candidates. This may include local publications and the playgroup web site. Internal advertisements should appear for a minimum of 7 days and external advertisements should appear for a minimum of 14 days.

Applicants will be treated with respect and provided with sufficient information to make informed decisions regarding their suitability for the role. To this end relevant background information may be helpful and may be requested before the interview stage.

Selection Process

The selection process should be:

- Transparent
- Timely and cost effective
- Equitable
- Free from conflict of interest

All staff interviews will be made up of a panel of at least two people drawn from the positions of Joint Chair, Vice Chair and Nursery Manager, one of whom must be a Joint Chair. No more than three people will sit on an interview panel.

All recruitment will be based on agreed job descriptions and, where relevant, person specifications. Recruitment and selection must be conducted as an evidence-based process and candidates should be assessed against agreed selection criteria, based on relevant knowledge, skills, competencies, experience and qualifications to perform the role as outlined in the person specification. All decisions must be recorded.

Short listing must be undertaken by at least two individuals who are involved in the interviewing process. Interviews should normally be conducted by at least two people, and all interviews for one post must be conducted by the same people. In order to promote equality of opportunity selection committees should, wherever possible, be of mixed race and gender composition.

Any skills tests (e.g. presentations) must be directly related to the role and measured against objective criteria, and presentations for one post must be assessed by the same persons. Candidates must be notified of the details of any skills test when they are invited for interview.

Interview questions must relate to the job requirements as exemplified in the person specification and the candidate's suitability for the position. The person specification should be used as the basis for determining the interview questions.

The choice of appointee will be determined by the majority view of the interviewers.

The Employment Contract

At the end of the recruitment process all records must be handed to the Chairperson managing recruitment who will retain them for six months in case of requests for feedback or the threat of litigation.

Offers of employment are conditional upon receipt of satisfactory Criminal Records Bureau disclosure (Please refer to Statement on Recruitment of Ex-Offenders), references, medical assessment or any other appropriate checks. This normally excludes casual appointments of less than three months duration. In accordance with employment legislation, appointments will only be offered on a fixed term basis where objective grounds exist for not making the appointment permanent.

Monitoring and Review of Policy

This policy will be reviewed annually at the AGM.
