

Recruitment and Selection Procedure Policy

1. Identifying a Vacancy
2. Advertising
3. Application Process
4. Shortlisting
5. Pre-employment Checks
6. Interviewing
7. Presentation
8. Appoint or Re-advertise
9. DBS Checks and Fitness for Work doctors' letter
10. Induction and Training
11. Probationary Period
12. Notification of changes which may affect suitability to work with children

Introduction

Springboard will recruit staff based on their skills and abilities. We will seek to retain staff of the highest calibre that will make a large contribution to the achievement of nursery's aims and objectives.

Springboard Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

The recruitment and selection process will be managed by the senior management team. They will also decide how the response handling for the vacancy will be managed.

A checklist is used to record the dates each stage is completed and is signed by Manager or Deputy.

1. Identifying a Vacancy

When a vacancy arises, the Manager must give consideration to whether or not the post needs to be filled and if so, what is the most appropriate response in light of nursery needs. Where a new post is needed the job description and person specification must be created.

2. Advertising

All nursery vacancies will be advertised within the setting, newsletters and on the staff, room notice board. Where vacancies are to be advertised externally, they will be posted with Indeed, Jobcentre Plus, in local newspapers and employment agencies.

3. Application Process

On request applicants will be sent a Job application form and a job description, supported by a letter stating a little about the setting. There will be a closing date for application forms.

All application forms will be kept in accordance with the requirements of the Data Protection Act 2018 for 6 months, then destroyed.

Shortlisting

All application forms and CVs will be assessed against the person specification to determine a shortlist of candidates. Equalities good practice will be adhered to during this process where all personal information is removed before the

shortlisting process starts. All disabled applicants who meet the minimum requirements for the post will be guaranteed an interview.

All selection processes will include an interview. Candidates will always be informed of what is required in the selection process. The process will also include a check of suitability in relation to nursery's safeguarding policy.

5. Pre-Employment Checks

Two references must be sought from all shortlisted candidates and should ideally be contacted prior to interview so that any gaps in employment history or discrepancies in information are able to be checked at the earliest stage. One reference must be from the current or most recent employer and the second may be another of the candidates' choosing and that is able to testify to their character and suitability for the post. It is entirely appropriate for any issues identified by referees to also be raised at interview.

Any offer of employment is always subject to receipt of satisfactory reference being gained. Information supplied by referees can legitimately be considered within the decision to make a formal offer of employment.

6. Interviewing

Interviews will be undertaken with a minimum of 2 interviewers, which should include the post's Line Manager. This will be the manager and Deputy..

A series of questions which have been designed to test and verify the candidate's competencies and skills in relation to the role profile should be agreed by the interviewing panel.

Notes of the interview should be sufficiently detailed as to support the decision to select one candidate. Notes of interviews should be kept with the Data Protection Act in mind; candidates may ask to see interview notes at a later date.

The Manager will co-ordinate the interview and ensure that clear records are kept.

Any member of the interview panel who knows an external candidate should declare this.

Where a role requires a particular qualification as detailed in the person specification, a copy of the relevant certificate(s) must be signed as seen and retained on the candidate's employment file.

7. Presentation may be required.

Candidates for interview will be invited to spend a session in nursery to assess the candidate's competency and skills in working with young children.

8. Appoint or Re-advertise

The appointable candidate should be advised by the Manager that they are being offered the position subject to the receipt of satisfactory employment and enhanced DBS checks. The new employee receives the necessary documentation to support their appointment.

Unsuccessful candidates will be informed by telephone by a member of the panel verbally over the phone or in writing. In the event of none of the shortlisted candidates being suitable for the post, there will be a need for re-advertisement of the post and the procedure for recruitment and selection started again.

9. DBS Checks and Fitness for Work doctor's letter

A satisfactory enhanced DBS must be obtained prior to the commencement of employment.

Disclosure checks will be undertaken by the Disclosure and Barring Service for all new appointees.

A signed declaration of fitness to work may be required for all 'successful candidates, by their GP prior to commencement of employment.

Springboard Nursery, Policies and Procedures



Nursery reserves the right to request a medical report if there is any concern or doubt about the candidate's ability to satisfactorily and safely perform the duties of the post.

10. Induction and Training

Induction and training is the responsibility of the Manager/Deputy. A comprehensive induction checklist is followed for all new staff. This is completed and signed by Manager or Deputy and employee and has regular review dates, including initial training requirements.

11. Probationary Period

All newly appointed staff are subject to a probationary period of 3 months. The Manager or Deputy will be responsible for taking the new employee through the probationary period.

On successful completion of the probationary period, the appointment of the new employee is confirmed.

12. Notification of changes which may affect suitability to work with children

All staff will attend regular supervisions and new staff will also have a mentor sheet and personal mentor. Staff are required to inform their senior/ manager of any change in their circumstances that may affect their role in the setting. E.g. a member of your household has being disqualified from caring for children or you have gained a caution for driving. It is the responsibility of the member of staff to inform the nursery of any changes to health or circumstances in a reasonable amount of time – if this is breeched then disciplinary action will be implemented.

It is mandatory practice for health declaration and suitability checks to be completed yearly – please see employee handbook for more details.

This policy was implemented by Springboard Management Team: please note all policies and procedures will be reviewed on a yearly basis, unless there is a need to implement changes prior. Please note any updates and changes will be forwarded by email.

Date: 01.09.2023