



Recruitment Policy and Procedure

As an organisation we will endeavour to follow good practice guidelines in relation to recruitment and selection. At all times we will adhere to our equal opportunity policy and follow the guidelines laid down by external professional bodies.

- ◆ In the first instance we will draw up a job description for the post, if one is not already available. *Role of Board of Directors*
- ◆ From this job description we will create a person specification listing the essential and desirable skills required. *Role of Board of Directors*
- ◆ We will then draw up a suitable advert and place this in local papers, job centres and public places. *Role of Board of Directors with Administrator to place advert in suitable press and publications*
- ◆ The advert will contain brief details of the post, the hours, salary and a closing date for applications, as well as contact details for an application pack and interview date. *Contact person will be line manager, application pack from administrator*
- ◆ All applicants will receive an application form, job description and person specification.
- ◆ On the day after the vacancy closes we will take all applicants and shortlist them using the person specification sheet and the information supplied on the application form. *Short listing will be carried out by line manager and one of the directors.*
- ◆ All applicants will receive a letter confirming an invitation to interview or a letter to say they have been unsuccessful. A copy of our member pack will be sent for information. *Completed by administrator.*
- ◆ Prior to interview questions will be set by the panel who will be carrying out the interview. The panel will consist of at least one member of the Board of Directors and the line manager for the post. If the post is for a manager we may invite an independent child care professional to sit in on the interview along with two of the directors.
- ◆ The interview will be carried out in the same fashion for each candidate; notes will be taken at the time of interview by a designated note taker who will be a member of the panel.
- ◆ At the end of each interview the panel will take time out to complete the interview assessment form for each candidate.

- ◆ At the conclusion of the interviews a candidate will be selected by using the assessment forms.
- ◆ Successful applicants will be contacted by the line manager or director to informally offer the post. This will be followed up by an official offer letter.
- ◆ All applicants will be sent a letter to either offer a post subject to satisfactory references and CRB checks or a letter to say they have been unsuccessful.
- ◆ Once candidate has accepted post all Ofsted and CRB checks will be carried out and references requested. We will not accept previously completed CRB checks.
- ◆ Only when references have been received can a candidate commence employment with us. Until the CRB forms and Ofsted confirmation is received they will not be allowed to work with children in our care unless supervised or with the parent present.
- ◆ A formal contract of employment should be issued within 12 weeks.