



FOREST ROW COMMUNITY PRE-SCHOOL PROCEDURE 20 PROCEDURE FOR APPOINTING NEW STAFF

Once agreed that a new member of staff is required a recruitment panel should be formed. The panel should consist of four members – The Supervisor, Chair plus two committee members. If the vacant position is that of Supervisor, it may not be appropriate for the current supervisor to be on the panel so three committee members should be appointed.

Advertising

All vacancies should be advertised. Prior to advertising the position, the panel should decide how many sessions the successful applicant will initially work and whether the contract should be long or short term.

The following should be contained in the advert: -

- Name of Pre-school
- Outline of post
- Hours to be worked
- Qualifications required/willingness to train
- Pay (if deemed appropriate)
- How to apply
- Contact person, address or telephone no.

The following should be sent with the application form – job description, person specification and pre-school handbook.

Application Form

The PLA application form is very good as it allows for equal opportunities monitoring and can be separated into two sections so those panel members who will be interviewing can see the relevant information for short-listing without seeing the candidate's name. Applications should be sent to the fourth member of the panel who will not be interviewing. They can then split and photocopy the applications so short-listings may be carried out 'blind'.

Short-listing

The three other members of the panel should shortlist independently, against the criteria laid out in the person specification.

The fourth member of the panel will then inform the short-listed candidates of the date, time and place of the interview and confirm in writing.

References or verification of previous employment may be taken up at this stage – ask permission from the candidate.

At the same time, write to the unsuccessful applicants, thanking them for their application and informing them they have been unsuccessful on this occasion.

Interviewing

Interviews should ideally be carried out on the same day. The three members of the panel who did the short-listing should conduct interviews. Questions should be agreed in advance and again based on the person specification. Each candidate should be asked the same questions and a scoring system used; e.g. points 1 – 5 against each agreed question. Individuals should NOT be discussed between interviews.

It could be helpful if each panel member has a particular focus; e.g. children's welfare, health and safety, personnel and staff, equal opportunities.

The pattern of the interview should be explained to each candidate at the beginning and followed throughout.

After the Interview

The panel will compare notes and scores on each applicant to reach a consensus on who should be offered the post. The successful candidate should be contacted as soon as possible and offered the position subject to references, checks etc.

Unsuccessful candidates will be written to as soon as possible. Confidentiality must be kept at all times.

Unsuccessful candidates may wish to ask why they were unsuccessful; they should put their request in writing. Reply referring to the original criteria. Records should be kept for six months.

The pre-school will ensure adherence with their child protection policy, which outlines the procedures to be undertaken prior to appointing staff (i.e. undertaking CRB checks, reference checks etc).

The Pre-school's Equal Opportunities policy should be adhered to at all times.

Date Prepared	Reviewed	Next Review
	Re-viewed April 2007	March 2008