



## **14. 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 three members: The Supervisor, the Chair and at least one committee member. The Supervisor should hold a current and relevant Safer Recruitment certificate.

### **Advertising**

All vacancies should be advertised. Prior to advertising the position, the panel should decide upon the particulars of the position such as the number of hours required, length of contract and the job description. The following should be included in the advert: -

- Name of Pre-School
- Outline of post
- Hours to be worked
- Qualifications required/willingness to train
- Pay (if deemed appropriate)
- A statement about the settings commitment to Safeguarding children.
- How to apply
- Contact person, address or telephone no.
- A statement on compliance with vetting and barring regulations
- A statement that the position is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales)

The job description and person specification should be sent with the application form.

### **Application Form**

The Pre-School Learning Alliance 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 split and photocopied by the administrator ready for short-listings to be carried out 'blind'.

### **Short-listing**

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

The Administrator 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 – asking permission from the candidate.

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

### **Interviewing**

Interviews should ideally be carried out on the same day. The three members of the panel should conduct interviews. Questions should be agreed in advance and again based on the person specification and have the Safeguarding of children kept close to mind. Each candidate should be asked the same questions and a scoring system used; e.g. points 1 – 3 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 two references, checks, etc.

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

Unsuccessful candidates may ask why they were unsuccessful. They should put their request in writing. The reply should refer 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 DBS checks, reference checks, etc).

The Pre-School’s Equal Opportunities policy should be adhered to at all times.

<b>Updated</b>	<b>Reviewed</b>	<b>Next Review</b>
December 2013	December 2014	
October 2015		
	April 2016	April 2017
	September 2017	September 2018

Chair of the Committee’s signature: .....

Supervisor’s signature: .....

Deputy’s signature: .....

Date: .....