



RECRUITMENT PROCEDURE

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

The Preschool is committed to employing the right staff in accordance with all relevant legislation and procedures.

The Preschool Manager & Nominated Committee Members will follow the procedure detailed below when recruiting new members of staff:-

A vacancy arises either due to a new position being created or a member of staff leaving.

1. The Job Description & Person Specification will be reviewed and updated if required.
2. Advertise the position internally for existing staff and advertise for external candidates. If any speculative applicants are held on file, write to inform of vacancy.
3. Create an advert clearly detailing the position available, the qualifications required, specify a closing date & details of how to obtain an application form. (Previously used adverts are kept on file for information)
4. Choose the right media to publish the advert in, this will be determined by the type of position available & costs involved, e.g. Preschool Notice Board – directed at parents of our children and will spread by word of mouth; The Rabbiter (Community News Letter) – directed to the residence within the local area (Hatch Warren / Beggarwood / Kempshott Park); Basingstoke Gazette – directed to a wider audience within the Basingstoke area; Indeed.com; Hampshire County Council website (www.hants.gov/childcare) - directed to those with an interest in working within the childcare profession. All streams of social media where appropriate. Confirm that the position is exempt from the Rehabilitation of Offenders Act, equal opportunities form & job description.
5. Request a completed application form from all applicants.
6. Review the application form and short list candidates for interview. Compare qualifications and experience against the job description and person specification.
7. Invite candidates for interview and preschool taster session.

Taster Session – Candidates can see how the group is run and the Preschool Manager/Deputy can see how the candidate relates to the children.

Interviews – Will take place on site. All candidates will be seen on the same day where possible and asked the same set of questions. The interview panel will include the Preschool Manager and (where possible) a representative of the Management Committee, who will make notes throughout the interview.

Candidates will be advised of the hours of work, hourly rate of pay, when and how they will be paid and uniform provided. Candidates will also be informed that we are a 'Safer Recruiter' so any job offer will be subject to 2 successful references and a cleared enhanced DBS check.

1. Selecting the right candidate. The panel will discuss thoroughly all the candidates at the conclusion of all the interviews and select the best candidate for the position. Based on all the information gained throughout the process. If a candidate is not selected at this point then the position would need to be re-advertised.
2. Offering a position. All Candidates will be informed of the panel's decision by telephone from a Management Committee representative or Preschool Manager. An offer letter and contract will be drawn up by the Secretary for the successful candidate and decline letters or emails sent to all other applicants.
3. Feedback will be given to unsuccessful candidates upon request.
4. Acceptance. On receipt of the successful applicant's acceptance, two references will be requested & we will apply for a DBS Check and place them onto The Update Service. The position will be subject to a minimum 3 month probationary period.
5. Advise accountant of new starter's details, hours to be worked, salary, bank details and national insurance number to ensure they are paid.
6. Update staff list in parent information folder.
7. Order new member of staff's uniform entitlement.
8. Successful candidate starts work in their new role.
9. Ensure an introduction is complete and signed off.

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____