



Recruitment Policy and Procedure

Policy Statement:

Clondrohid Community Crèche Pre-School & after School Service is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief.

Principle:

This Policy is underwritten by the Childcare Act 1991 (Early Years Services) Regulations 2016, The Employment Equality Act 1998-2015, Freedom of Information Act and Data Protection Act and the Miscellaneous Provisions Act 2018.

We have a transparent recruitment policy to ensure that we adhere to a lawful process.

Our job descriptions meet the needs of our services, and candidates are assessed against specific selection criteria required for the roles we are recruiting for.

Job descriptions and person specifications are designed for the roles required the job description will explain the role that is being advertised including the main duties and the person specification will describe the person you want to fill the job including the required qualifications and characteristics.

All candidates will get a copy of the job description and person specification in advance of the interview.

In certain circumstances we will advertise the position available internally first for 2 days before we advertise externally. Through our internal communications app all staff will be notified also just to ensure all staff that are currently in their positions and the staff that may be on leave get first opportunity to apply for the position available.

The job advertisement will include information on how candidates should apply, it should be through email and whether they must include a current curriculum vitae.

A scoring sheet will be developed based on the criteria set out in the job description and the person specification. A short-listing panel consisting of the Manager and Full day care Manager or ECCE Manager depending on the position advertised, will select the candidates for interview using these criteria.

An interview panel will be setup. A list of questions to assess all candidates based on the competencies, skills and experience set out in the job description and person specification. A scoring sheet will be maintained outlining the criteria required for the role and how each candidate scored under each question. Detailed notes from each interview will be maintained to show how marks were allocated.

We will confirm that the candidate is happy for us to contact the two references named in their application. Records of the short listing and the interview process will be maintained for 12 months.

Any candidate who wishes to have feedback on their interview is entitled to this feedback in a timely fashion. Any candidate who feels that they may have been discriminated against can make a written complaint to the Manager/Management.

The selection will be made (depending on the nature and responsibility of the post) based on training/qualifications; experience; suitability to role; communication skills; ability to work with children of different age groups; ability to work as part of a team.

Vetting procedure will be carried out prior to any person being appointed or assigned or being allowed access to a child in our service. The successful candidate will have to produce a driving license or passport and original qualification certificates. Copies will be taken and kept on file.

Two references are required for any prospective staff member. One must be the most recent employer. Family members are not acceptable to give references. We record whether references are checked by phone or in writing and confirm the candidate's employment history, qualifications, experience.

Unsuccessful candidates will always be contacted via e-mail.

We keep and secure recruitment records for a period of one year - All candidates have a right to information about their recruitment process and can request this in writing. All information will be held in line with Data Protection legislation.

All staff will be required to complete a 6-month probation period.

This policy was adopted by Clondrohid Community Crèche Pre-School & after School Services.

Signed by: Harriet Murray on behalf of Management (Manager, Owner, Chairperson)

Date: 02/09/2024

Review Date: Review Date: September 2024