



## **ROMPERS PRIVATE NURSERY**

### **STAFF RECRUITMENT POLICY**

#### **Policy Statement:**

At Rompers we aim to attract the best candidate possible for any available positions within the nursery. We aim to ensure that any applicants are treated fairly and equally throughout the nursery's recruitment process, giving applicants the same opportunity to join the team here at Rompers.

#### **Aims of this Policy:**

- To ensure recruitment procedures are carried out in a fair and systematic manner following Angus Council guidelines
- That we attract the best suited candidate for the position
- Ensure we give all candidates the best possible chance of recruitment

#### **Procedures:**

- An advert for any applicants will be placed either in the newspaper or on an online recruitment website
- All applicants are to provide a written C.V along with their application, this allows management to review qualifications, relevant experience and personal attributes
- An interview date will then be set is appropriate by owner/management and candidate
- If candidate is successful two reference forms will be issued to agreed recipients
- After the first interview candidates will be asked to come back to nursery to spend some time interacting with both staff and children within the rooms
- In order to enhance our parent involvement a member of our Focus Group when possible will be asked to come along and observe the candidate completing a 'new staff' evaluation form
- The focus group member would also discuss verbally with owner/management on how they felt candidate performed
- Successful candidates will be notified and a date will be set for induction and start date
- After acceptance of job offer, unsuccessfully applicant letters will be posted
- During this time management will file an application for either a full PVG or PVG update to be completed and sent off to Angus House
- All new staff will complete an induction before their start date, this can only be after two written references, one from previous employment are returned along with a suitable PVG
- Once staff member has started management/owner will support new staff member in completing SSSC registration, this will be done following the three-month probation period. Evidence from all staff will be needed to ensure SSSC

registration has been notified of staff member's change of work place if already registered.

- New staff must sign to declare that they are fit and healthy for the position

**Monitoring:**

- Owner/management will ensure they are following this procedure when recruiting staff
- All interview forms will be logged in staff files
- Any unsuccessful applicant interview forms will be kept on record
- This policy will be reviewed annually

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.