

Apple Tree Day Nursery Recruitment Policy and Procedure.

Advertising.

Job vacancies will be advertised by the nursery owner in line with our Equal Opportunities Policy. It is at her discretion as to how these vacancies are advertised, i.e; the local paper, job centre, other advertisements.

Applications.

When potential candidates phone the nursery or pop in to ask for an application pack, they will be asked a series of questions to see if they meet the initial requirements for the position. (Please see ' Job Vacancy Initial Question/ Information Sheet'.) If they do not meet the initial requirements they will be requested to send in their C.V. for future job vacancies. If they do meet the initial requirements, they will be sent/ given an application pack. This will include a covering letter, thanking them for their interest and clearly stating the deadline for all application forms, an application form, a health declaration form, information about the nursery, a job description, a person specification and a suitable persons check list.

Short listing for nursery visit and interview.

On receipt of the completed application and health declaration forms by the deadline, the nursery owner and manager will shortlist applicants based on the job description and person specification using a scoring method to identify the most suitable candidates. We will then invite the successful applicants to come for a nursery visit and interview. All unsuccessful applicants at this time will be sent a letter informing them of the decision and its reasons.

Nursery visit and interview.

The candidate will be given a tour of the nursery and at interview they will be asked a series of informal questions that are appropriate to the post. The nursery owner and manager will carry out the interview. Notes will be taken on an 'Interview Notes Sheet'. We request that all interviewees bring original copies of identification from the 'Suitable Persons Check List'.

Short listing for 'trial'session.

Once again a shortlist will be made and the unsuccessful candidates will be notified as soon as possible, by writing, outlining the decision and its reasons. All successful candidates will be asked to attend a 'trial' session. If they cannot attend this due to work commitments, this will in no way jeopardise their suitability. At this point, the nursery owner and manager will begin to carry out their suitability checks and obtain references with the candidates permission.

'Trial' session.

For their 'trial' session, the candidate will be assigned to the age group that the post is for. During this time staff will work with the candidate as if they are a volunteer who does not have a CRB enhanced disclosure or suitability checks to ensure that the safety of the children is paramount. They will be observed by the room leader or most senior member of staff working with that group and will be encouraged to interact with the children and learn about the routine.

Final decision and notification to all candidates.

After all candidates have attended their 'trial' session, the nursery owner and manager will reach a decision as to who is the most suitable candidate for the post, based on their performance and the evidence that they are able to fulfill the key skills of the position. The successful candidate will be telephoned informing them of the decision. They will receive a letter officially offering them the post which may be made subject to conditions, such as; obtaining a CRB enhanced disclosure, all suitability and reference checks being complete or updating training if there happens to be a gap or weaknesses identified. Senior positions are subject to evidence of at least two years post qualification experience. They will also receive an Initial Supervision Contract, which they must sign, date and return to the nursery owner/ manager as soon as possible.

The unsuccessful candidates will be informed by telephone and the decision will also be confirmed in writing, giving the reasons as to why they were unsuccessful on this occasion.

N.B. All new managers will be required to complete a DC2 and medical questionnaire for Ofsted and obtain a CRB enhanced disclosure.

The appointed candidate will then go on to receive a full induction. (Please see Staff Induction and Review Policy and Procedure)

Reviewed and agreed on

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Next review date 1.1.2016

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