



# Recruitment Procedure

Last updated 11.04.11

Play Service

This procedure is used in conjunction with Ealing Councils Safe Recruitment Guidance available at <http://www.ealingcvs.org.uk/index.php?nuc=content&id=145>

## Review and update job description and job specifications

Before advertising a job vacancy we will review our existing job description and job specifications. The purpose of this will be to up date any changes to the job role, and to review the criteria for the job.

## Review adverts

Before submitting advertisement we will review our existing information. The purpose of this will be to up date any changes to the job role, and to review the criteria for the job.

## Release adverts

The adverts will be released to local job centres, online in the local Early Years Childcare & Play Jobs bulletins, local paper, local schools, and college.

Closing date for each job advert will be two weeks; this will be a sufficient time scale to receive applications or CV's from potential employees.

## Receive CV's or applications and contact information

CV's or applications received. After the closing date the short listing process begins.

## Short listing

Using the job specifications we will review each CV or application scoring for any criteria met. We will then shortlist applicants who have met or exceeded this criterion.

## Interviews

An invitation will be sent out to all the successful applicants along with a copy of the relevant job description and job specification. The invitation will include date, time, and venue, and will request for original certificates and any documentation to support the position applied for.

The interview panel will be made up of a minimum of two professionals including the Manager or the Owner. During each interview the panel will make notes of the answers to each interview question.

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Each interview will not exceed 45 minutes. The applicant will then be given 5 minutes at the end to ask any further questions and to present any documentation i.e. certificates or references etc.

When all interviews have been completed the panel will collate all answers and review personal performance of each candidate.

The panel will then decide which candidate has been successful. Any documentation relating to each interview will be filed confidentially.

Each candidate who has attended an interview will receive a telephone call to inform them of the outcome.

We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice

The successful candidate will be required to attend a meeting at the club to discuss conditions of employment and contracts. At this meeting if the successful candidate is in a management position they will complete an EY2 form and send this to Ofsted. All new staff need to complete a staff registration form and a medical suitability form, which will be kept on file with copies of their certificate.

Probation period will be discussed and a proposed starting date will be arranged. This date will be dependant on checks clearing and references returned. All staff will be required to have a criminal records check before employment begins.

### **Induction**

Each new member of staff will be required to complete our induction programme within the first two weeks.

### **Permanent Employment**

At the three months review we will finalise contracts and conditions of employment.

The club will have a key-person system in operation. On completion of contracts, the new member of staff will be allocated children for whom they will be responsible for in the initial settling-in period, plus the development of the child throughout their time at the club.

All staff members are required to attend regular staff meetings to undertake planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time. We will also discuss individual training requirements and promote personal development.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This policy has been created as an **example only**. Providers must write their own policy specific to their setting.