

# *Mad Hatters*

## **Recruitment Procedure Policy**

### **Introduction**

The aim of this procedure is to ensure that a fair, consist, non-discriminatory and effective practice is adopted in all areas and at all stages of the nursery's recruitment process. This policy applies to the recruitment of permanent and temporary staff.

### **Establishment of a Vacancy/Authority to Recruit**

A vacancy may arise from either the resignation/dismissal of an employee in an established post or, the creation of a new post approved by the management.

Where the vacant post is a previously established post and the manager wishes to recruit to the vacancy, (it is not automatically assumed that 'like for like' recruitment is to immediately follow a resignation, there may be operational reasons for a delay; the opportunity to make changes to the post). The manager will progress the vacancy – recruitment advertising, putting together the recruitment pack; arranging the short-listing panel, advising upon interview questions etc. This is to ensure a consist approach to recruitment is maintained.

When a need has arisen for a new post to be created and recruited to, a development appraisal is required by the manager outlining the request for a new post and why it is required. This appraisal requires details of the strategic and financial implications of the post, any funding that may be available, the length of time for which the post is required (permanent or temporary) and the conditions it is dependent upon – e.g DBS check. The development appraisal must include a job description and person specification.

### **Recruitment Advertising**

All posts will be advertised internally and where a suitable member of staff is not available internally then posts will be advertised externally.

All advertisements will carry a statement of equal opportunities and will state a closing date. The Nursery is committed to a policy of equal opportunities and positively welcomes applications from all sections of the community.

Advertisements will be placed in The Job Centre for widespread advertising. Where appropriate the Manager may make alternative advertising arrangements e.g. lack of response.

Care will be taken that nothing in any advertisement has the effect, albeit inadvertent, of discriminating against either sex or against any section of the population. In particular, attention shall be paid to relevant sections of the Commission for Racial Equality's code of

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practice on race relations and to the Equal Opportunities Commission's code of practice on sex discrimination.

## **Disclosure and Barring Service**

All positions with the Nursery are subject to a DBS check. We will refer to the DBS advice for regulated activity.

The Nursery will not employ any person who will be working with children until a satisfactory clearance has been received.

All other persons employed by the Nursery will receive a satisfactory clearance prior to being confirmed in post.

All advertisements will inform prospective applicants that the post is subject to a DBS check.

## **Application Forms**

The Nursery will use a standard application form for all posts.

As a general principle, only relevant information will be requested on the application form.

The application form is designed in such a way as to preclude Equal Opportunities information, name, address, etc from the short listing process. The EOP information supplied with the application form is used for monitoring purposes only.

## **Information to Applicants**

All persons enquiring about a particular post will be supplied with an application form, job description, person specification and any appropriate additional general information about the Nursery and its areas of work.

## **Person Specification**

The Nursery Manager will draw up a person specification, which will be reviewed and agreed outlining the essential qualities and capabilities of the person needed for the job and other desirable attributes.

Care will be taken to include nothing as an essential requirement, which is not strictly necessary and which may have a discriminatory effect (e.g. formal qualifications, as opposed to the ability to perform a certain task and age restrictions, etc).

The person specification and relative scores for the required qualities shall be agreed by all members of the final interviewing panel before interviewing takes place. Panel includes Nursery Manager and Deputy Manager.

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## **Short listing**

Initial short listing will be carried out on the basis of the candidates demonstrating on the completed application forms that they meet the essential requirements in the person specification for the post. The Nursery Manager and Deputy Manager will shortlist applications using standard score sheets.

The persons carrying out the short listing will pay particular attention to the person specification and to apply consistent criteria to all applicants

Normally, no more than 2 – 3 candidates will be short listed for final interviews. If the number of suitable candidates exceeds this number the desirable criteria in the person specification can also be considered.

## **Selection Interviews**

Selection interviews will be conducted for all posts.

The interview process may be one-stage or two-stage, depending on the type of post and number of applicants. In the case senior managerial posts, there will normally be an informal meeting with the senior members at the final stage.

All senior persons must be involved in all stages of recruitment, and wherever possible the same panel should be involved in both the short listing and the interviewing process.

The composition of the interviewing panel will be as follows:-

First Interview – Nursery Manager

Final Interview/work trial – Deputy Manager or/and Nursery Manager

## **Nature of Interviews**

In the first instance, the Nursery manager with the lead responsibility for this recruitment will draw up a list of questions to be asked. As interviews will be structured, the questions will be planned and discussed in advance with each member of the panel covering specific agreed areas.

Attention will be given to covering the same ground in each interview so to ensure as much consistency of judgement as possible.

As a general principle, interview questions and techniques will be geared to assessing a candidate's competence and experience to do the job in question.

On their first interview candidates will be asked to bring with them certificates of qualifications relating to the post, and any they feel would support their application, and their Identification.

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The panel will take written scores during the interview in response of each candidate's response to questions for consideration at the end of the interview process. Any scores made must comply with the organisation's equal opportunities policy. Interviewees who wish to take proceedings against the organisation on the basis of discrimination are entitled to access any notes taken during the interview process. (Under changes in the Data Protection Act in 2002 all candidates will be allowed access to their notes upon request). Interview notes include any notes/written comments made during the interview either on the interview assessment or the application form, or the candidates CV.

The interviewing panel will ensure that all interviewees are given an opportunity to respond to the Nursery equal opportunities policy.

The basis for scoring is established by the candidate having given either a full, adequate or inadequate response to questions. The panel would normally appoint a candidate who has achieved the highest score, unless the candidate undermines the organisation's core values.

## **Internal Candidates**

Internal candidates will be short listed and interviewed on the same basis as external applicants. No member of staff may participate in the short listing for any post for which she/he has applied.

Internal candidates who wish to be considered for a vacancy do not need to complete an application form provided it is not more than one grade above the one you are. Should you wish to be considered for a vacancy please advise the Nursery Manager who will make sure your name is added to the list of applicants. If the post for which you have expressed an interest is either the same grade as your current post or the next grade up then you will be guaranteed an interview.

If the post for which you wish to apply is not the level you are currently at or is more than one step above the one you are in you will need to complete an application form. Though you will not be guaranteed an interview, by completing this form it will enable the short listing panel to consider you for an interview.

## **Appointments**

The interviewing panel will have absolute discretion whether or not to make an appointment. They will record their reasons for appointing or not appointing each candidate interviewed. If a consensus cannot be reached, the Manager view will prevail.

The interviewing panel has the responsibility to a decision and re-interviews will not be held except in very exceptional circumstances.

## **Written Offer of Appointment**

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A formal offer of appointment will be made to the successful candidate by the nursery manger after consultation with the deputy manager. This will be subject to receipt of satisfactory references and, where appropriate to the verification of any qualifications and satisfactory DBS checks.

A minimum of two and maximum of three references are required from all employers for the previous three years. If the successful candidate is unemployed, the previous two employers, or a character reference.

References will be taken after the short listed candidates have been interviewed.

All appointments will be subject to the Nursery Manger seeing sight of original documentation to certify that individuals are legally allowed to work in the United Kingdom.

The letter of appointment will be accompanied by a current job description and written statement of terms and conditions of employment.

## **Confidentiality**

All application forms, assessment sheets and all written reports will be treated as strictly confidential and divulged or discussed except by short listing and interviewing panels.

Application forms will be retained for a period of 12 months after the final interviews for legal reasons and statistical purposes (e.g. ethic monitoring, sex/age breakdown, recruitment advertising response).

## **Equal Opportunities**

Every effort shall be made at all stages of the recruitment process to attract applicants from sections of the population who are under-represented on the staff e.g. physically disabled in all sections, women in managerial posts, ethnic minorities.

Every post that becomes available should be considered in the light of section 5 (2) (d) of the Race Relations Act. This is in order to establish whether it is a genuine occupational qualification to belong to a particular racial group and therefore, whether it is legally possible to stipulate that such a person should be appointed to the post.

## **Person Specification**

The person specification is the 'what does the person need, to be able to do the job?' If this is not right, the chances are the person you recruit will not be right.

Please treat this area seriously.

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Consider what is required under each of the headings – skill, knowledge/qualifications, experience and personal characteristics.

Requirements identified must be able to be measured during the selection process – by the application form, during the interview or taster sessions.

Care must be taken when considering if it is essential or desirable. Essential is quite simply the ‘must haves’ of the role. The candidate must be able to perform these areas effectively from day one. Desirables are the ‘nice to haves’ but there is scope for the candidate to develop the skills over time through training and development.

The exercise may then give a better opportunity to people who might be disadvantaged in terms of relevant job experience but able to do the job. In such cases, the Manager, and deputy manager will ensure that an appropriately planned and structured programme of training is made available. The decision on this course of action will be taken by the Manager.

The Nursery recognises its responsibility to provide employment opportunities for those with disabilities and will make every reasonable adjustment required to enable a candidate with disabilities to be considered for the post should they meet the minimum criteria for the job vacancy and consider them on their abilities.

## **Temporary Staff**

In the event that existing staff are planning or known to be absent from work for periods longer than eight weeks e.g maternity leave or long term sickness. It will be necessary to recruit temporary staff to fill the vacancy. In the case of an internal applicant applying for, and being appointed to, a temporary post (following a formal interview) her/his previous job shall be recruited on a similar temporary basis (i.e held open for her/his return on the cessation of the temporary post to which they have been recruited). Should the post holder decide not to return to the original post that post shall then be advertised openly.

## **Job Sharing**

There are no facilities for job sharing within the nursery.

## **Supervision and Appraisal Meetings**

All posts are subject to regular and continuous supervision and appraisal meetings.

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## Person Specification – Nursery Nurse

An enhanced DBS check and satisfactory references will be obtained prior to commencement of employment

	<b>A – Application Form I – Interview C – Certificate</b>	<b>Essential/ Desirable</b>	<b>Identified</b>
	<b>Qualifications</b>		
	ChildCare – Level 3		
	First Aid		
	Safeguarding		
	Degree in Childcare		
	<b>Skills</b>		
	Able to form excellent relationships with children		
	Able to communicate well and establish firm and consistent boundaries		
	Good working overview of the EYFS		
	Able to keep clear records		
	Able to form good relationships with staff and parents/carers		
	<b>Experience</b>		
	Working with the EYFS		
	Planning and observations of each child		
	Knowledge of particular Health and Safety issues relevant to each age range		
	Able to extend a child's learning and interest		
	<b>Interpersonal Skills</b>		
	Able to work in a team		
	Sensitive, polite and friendly		
	Positive and Constructive		
	Maintaining a professional manner		
	Use of initiative		
	An understanding and commitment to equal Opportunities		
	Ability to maintain confidentiality		
	Understanding of Safeguarding		

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## First Interview Questions

Candidate Name:..... Date:.....

Question	Model Answer	Comments & Score 1-6
Tell me a little about your experience you have had of working with children	Note any relevant experience	
Why have you applied for this post?  Why is it suitable for you?	Opportunity to work with a particular age group, feel qualified for the position, enthusiastic and motivated, Want to develop experiences, want to work for the nursery	
Give me an example of when you have had a safeguarding concern? What happened ?	Selection & explanation of a relevant example. Knowledge of policies and procedures – including recording, contact with the concern, confidentiality etc. Personal commitment to importance of safeguarding.	
How have you previously demonstrated your commitment to supporting anti-discriminatory practice?	Knowing what a-d practice means. Treat each child as an individual, respect race, religion, culture, gender Seek to meet the individual needs of all children & staff. Consider ethnic and religious cultural events	
Give us an example of how you have involved a parent/carer in their child's learning and development. What happened ?	Keyworker role EYFS Developing effective relationships Acknowledging role parents play in childrens learning and development. Keeping parents/carers informed via diaries, parents/carers evenings, access to information, parents/carers notice board. Ensuring info is up to date.	



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Tell us about a time when you had to manage a child's challenging behaviour.	<p>Selection &amp; explanation of a relevant example.</p> <p>Use of professional judgement re: immediate risk to self or others.</p> <p>Use of observation &amp; assessment.</p> <p>Follow policy &amp; procedure.</p> <p>Record &amp; inform managers &amp; parents/carers.</p> <p>Seek further advice/referrals</p>	
What do you know about the EYFS and the role of OFSTED?	<p>Meeting safeguarding &amp; welfare requirements.</p> <p>Learning &amp; Development observation, assessment &amp; planning, parental partnership.</p>	
How have you previously promoted positive team work?	<p>Listening &amp; communications.</p> <p>Understanding roles &amp; responsibilities.</p> <p>Respect &amp; value each others views.</p> <p>Attend regular staff meetings</p>	
On a Practical level how would you ensure that Health & Safety is maintained in the setting?	<p>Check equipment regularly when getting out and putting away.</p> <p>First Aider on premises.</p> <p>Recording &amp; Informing Managers.</p> <p>Good hygiene practices for staff &amp; children.</p> <p>Awareness of food preparation.</p> <p>Access to training.</p>	
How do you ensure that you keep your practice up-to-date?	<p>Publications, training, conferences, Network meetings, visiting other settings.</p>	
	<b>TOTAL SCORE</b>	

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**Interviewer Name .....**

**Feedback Comments**

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**Successful for second interview? YES/NO**

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## Second Interview Questions

Candidate Name:..... Date:.....

Question	Model Answer	Comments & Score 1-6
Tell me a little about your experience you have had of working with children.	Note any relevant experience	
Why have you applied for this post?  Why is it suitable for you?	Opportunity to work with a particular age group, feel qualified for the position, enthusiastic and motivated. Want to develop experiences, want to work for the nursery.	
Give me an example of when you have had a safeguarding concern? What happened ?	Selection & explanation of a relevant example. Knowledge of policies and procedures – including recording, contact with the concern, confidentiality etc. Personal commitment to importance of safeguarding.	
How have you previously demonstrated your commitment to supporting anti-discriminatory practice?	Knowing what a-d practice means. Treat each child as an individual, respect race, religion, culture, gender Seek to meet the individual needs of all children & staff. Consider ethnic and religious cultural events.	
Give us an example of how you have involved a parent/carers in their child's learning and development. What happened?	Keyworker role EYFS Developing effective relationships. Acknowledging role parents play in children's learning and development. Keeping parents/carers informed via diaries, parents/carers evenings, access to information, parents/carers notice board. Ensuring info is up to date	

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Tell us about a time when you had to manage a child's challenging behaviour?	<p>Selection &amp; explanation of a relevant example.</p> <p>Use of professional judgement re: immediate risk to self or others.</p> <p>Use of observation &amp; assessment.</p> <p>Follow policy &amp; procedure</p> <p>Record &amp; inform managers &amp; parents/carers.</p> <p>Seek further advice/referrals.</p>	
What do you know about the EYFS and the role of OFSTED?	<p>Meeting safeguarding &amp; welfare requirements.</p> <p>Learning &amp; Development observation, assessment &amp; planning, parental partnership.</p>	
How have you previously promoted positive team work?	<p>Listening &amp; communications.</p> <p>Understanding roles &amp; responsibilities.</p> <p>Respect &amp; value each others views.</p> <p>Attend regular staff meetings</p>	
On a Practical level how would you ensure that Health & Safety is maintained in the setting?	<p>Check equipment regularly when getting out and putting away.</p> <p>First Aider on premises.</p> <p>Recording &amp; Informing Managers</p> <p>Good hygiene practices for staff &amp; children.</p> <p>Awareness of food preparation.</p> <p>Access to training.</p>	
How do you ensure that you keep your practice up-to-date?	<p>Publications, training, conferences, Network meetings, visiting other settings.</p>	
	<b>TOTAL SCORE</b>	

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**Interviewer Name .....**

**Feedback Comments**

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**Successful for post? YES/NO**