

EMPLOYMENT POLICY

Calthwaite Nursery is responsible for ensuring that all the staff they recruit are suitable, both mentally and physically to care for children, and that they have the appropriate qualifications, experience, skills and ability to work in an out of school childcare setting.

Our aims are to ensure that all applications for employment are considered on an equal basis during the recruitment and interview process.

Calthwaite Nursery will implement the following procedure when recruiting and selecting staff:

- Appoint a minimum of three people from the Management Committee to be responsible for the recruitment and selection process i.e. shortlisting and interviewing.
- Ensure that all applicants receive written notification of the outcomes at each stage of the recruitment and selection process
- Advertise vacancies in the local newspapers, schools, Job Centres etc.
- Ensure that all applicants are sent an Application Pack which will include: application form, job description and person specification, details regarding closing date for applications, interview dates and contact number for further information. In addition applicants will be informed that if successful, they will be required to undertake a 'Disclosure' and that the post is exempt from the Rehabilitation of Offenders Act.
- Shortlist all applicants according to the person specification.
- Request references before the interviews are held.
- Develop a set of interview questions to ask **all** applicants, to ascertain level of knowledge in relation to the National Standards for Out of School Childcare, equal opportunities, child development etc. The interview process will also include an interview task that will be used in the assessment process.
- Request that applicants bring with them to interview original proof of their qualifications.
- The successful applicant will be appointed subject to satisfactory checks as required by Ofsted
- All appointments will be subject to a three month probationary period.

- All staff will be subject to a period of induction, to familiarise them with the way that the Nursery and out of school clubs operate.