



Buckden Pre-School Playgroup

A place for Children to grow, to learn and to flourish

Registered Charity No. 291840

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Reflecting on Quality
committed to improvement

Employment: Recruitment Guidelines

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Guidance Statement

Our aim is to ensure that our setting has suitable, qualified and trained staff in place. We adhere to all relevant legislation, policies and procedures as well as Safer Recruitment Practice in order to do this. We meet the Safeguarding and Welfare Requirements of the Early Years Foundation Stage, ensuring that our staff and volunteers are appropriately qualified, and we carry out checks for criminal and other records through the Disclosure and Barring Service (DBS) in accordance with statutory requirements.

Procedures

- In the first instance the Manager and Chairperson will establish if there is an actual vacancy or if the hours can be absorbed into the remaining staff's hours.
- If there is a vacancy the Manager and Chairperson will draw up a job description, person specification and advertisement.
- It will be decided at this point who is to be on the selection panel. This will usually be the Chairperson, Manager and one other senior staff member or Committee Officer. Buckden Pre-school Playgroup is committed to safeguarding and welfare, thus accordingly at least 1 member of the selection panel will have completed Safer Recruitment Training within the last 5 years.
- Timescales will be decided to factor in time to have application forms returned and looked at and interviews to take place.
- Depending on Job position and situation, references may be obtained before the interview process.
- Advertisements for the vacancy will be placed on the Families and Childcare Information Service website and in the local press if necessary. They will also be placed in the local amenities such as the Village notice-boards, the doctors' surgery, shops and library.
- Prospective applicants will be given an application pack containing application form, job description, person specification and a copy of the setting's Safeguarding and welfare, and Child Protection Policy.
- CVs will not be accepted and appropriate application forms will be used by all applicants.
- After the closing date, the Selection panel will consider each application against the person specification and job description and a shortlist will be drawn up. Any gaps in employment history will be noted ready for clarification at interview. Requests for follow-up information will also be noted ready for interview. A list of specific interview questions and a suitable 'score-sheet' for answers will be drawn up.
- If possible references will be sought in writing using the proforma reference request form. In other cases the on line reference form will be acceptable. Open references will only be accepted in specific circumstances. Unless the candidate has requested otherwise, references should be obtained before interview so that any information can be clarified if necessary. References may be followed up by telephone if further clarification is required.

- The candidates will be shortlisted and invited for interview and asked to bring their identification documents and qualifications certificates with them. As part of the process candidates will be expected to spend some time in the play-room, interacting with the children and other staff members (either on the day of the first interview or at a later specified time).
- The interview panel will be no less than three people (usually the selection panel members as listed above). During the interview one person will be asking questions, one person making notes and one person observing the candidate. This will rotate and so the interview panel will decide beforehand who will ask which questions.
- After the interview there will be a short break between candidates, so that the panel can compare notes.
- If possible other staff members and children's views will be taken into consideration.
- The candidates' responses to interview questions will be scored using the pre-determined sheet. This, along with their application form, references and medical questionnaire will form the basis for any job offers.
- A pre-employment medical questionnaire will need to be completed by the successful candidate. This will be handed in once the selection process is complete.
- Manual handling requirements will be clearly identified during recruitment so that appropriate medical advice /advice regarding reasonable adjustments can be taken as part of pre-employment health screening.
- Once a suitable candidate has been decided upon, the Chairperson will telephone them to make a conditional job offer, which is subject to references if not already sought, medical checks and a satisfactory DBS check. If the candidate accepts this, the offer is followed up in writing and the candidate will be required to fill in a DBS form. Once this DBS check has been completed the candidate can start work. The conditional offer of employment includes a six-month probationary period and induction programme.
- The Chairperson will also notify the other candidates to inform them that they were unsuccessful. If they ask for feedback the chairperson will give it based on the interview score sheet, application form and references. This will also be followed up in writing.

Further guidance

- Cambridgeshire County Council Safer Employment Toolkit