Aldbourne Preschool

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**Policy: *Recruitment and Induction***

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| Issue Date | page1image14392Review Date | Document Owner(s) | page1image16120page1image16440Approved |
| June 2018 | page1image20192June 2019 | Cleo Jerrram | page1image22432page1image22752Julie Kent |

This policy has been drawn up by the staff of the Preschool, in consultation with the Owners and parents.

In the event of a position being available at the Pre-School, the following procedures will be followed for recruitment:

1. A job description will be drawn up to indicate the job title, the individual to whom the new person will be accountable, the main responsibilities and duties of the post.
2. A person specification document will then be drawn up to explain the qualities, experience etc needed to do the job and whether they are essential or desirable.
3. The vacancy will be advertised, internally first and then externally, informing people of the basic elements of the position i.e. title, references needed, mix of essential and desirable factors, location, benefits, whom to apply to, manner of application, closing date.
4. Applicants will then be screened according to the person specification (see 2.). Applicants not meeting the essential criteria will be rejected and the remaining applicants interviewed according to the desirable criteria.
5. Letters will be sent to all unsuccessful candidates and these applications will be held for a period of 3 months as evidence in the event of any claim for discrimination against the setting.
6. Interviews will be conducted by at least two people (usually the joint managers/leaders) and an Interview Assessment Form completed. Candidates will be compared against the person specification and in the event of equal attributes then against each other.
7. A conditional offer will then be made dependant on the outcome of the following checks: References, Qualifications, Disclosure and Barring Service (DBS) and Ofsted DC2. References will be followed up with a phone call to ensure that they are genuine.
8. A Formal Offer and Contract of Employment will then be issued.

Other positions such as Administration Person or cleaner or any other position that the Managers deem appropriate can be recruited without the need for advertisement or formal procedure however always in accordance with Equal Opportunities. Obviously, the necessary checks will still need to be obtained.

Every new member of staff will be subject to a 6 month induction period. During this time they will be assigned a mentor to help settle them into the setting. Together with the Pre-School Manager the mentor will ensure a comprehensive induction into our team.