RECRUITMENT POLICY

AIM
To ensure that when employing new staff or filling temporary roles, the process is consistent, equitable and fair to all applicants.

IMPLEMENTATION

Leadership will:

• Offer contracts for positions that are of three months duration or less directly to a chosen educator who meets the criteria.
• Advertise positions that are contracted for three to twelve months duration internally.
• Advertise positions that are for longer than twelve months in duration both internally and externally.
• Make corrections of Job role and Person specifications if needed. The position description is a valuable tool in recruitment and forms the basis of the selection process and should outline the duties and responsibilities the person will undertake.
• Write an advertisement for the position. The job posting includes a general description of job responsibilities, minimum qualifications (education and work experience), salary range and supplemental questions.
• Determine who the contact person will be and who will receive the applications.
• Depending on the job role post the advertisement internally or externally. External adverts can be posted via online recruitment services or in local, national, regional or community newspapers.
• Create a panel to conduct the interviews for positions of more than 12 months. A minimum of three people is recommended to be on the panel. The panel should comprise of The Director, one member from The Governing Council and a peer.
• Receive job applications by mail or email and respond to every application.
• Screen the applications and identify those candidates you wish to consider further by matching their experiences with the job criteria or person specification. From these candidates, a shortlist will be created.
• Make contact with shortlisted candidates by phone, email or through mail to organise interview times for them.
• Prepare questions for the candidates and ensure all those on the panel are familiar with them. Notes should be taken during interviews and the panel should leave time to discuss all applicants after the interviews have finished.
• Contact referees of applicants.
• Make a note of the successful applicant and inform that candidate, preferably by phone. Any shortlisted candidates who attended interviews should be contacted by phone and given feedback on their interview.
• Commence induction process for the newly appointed candidate.
• Consider all applicants equally and employ a person who best meets the outlined criteria and possesses the needed qualifications. Employment will not be given or denied based on factors such as gender, race, culture, lifestyle choices, sexual orientation or personal relationships with the person making the appointment.
Staff will:

- Apply for internal positions via the same channels as external applicants would i.e. writing an application letter, submitting an application prior to the close date.
- Not expect to be given a position automatically based on their hierarchical status in the Centre or length of employment and understand that instead a merit-based selection process is utilised.
- Keep information about recruitment that they are privy to (via being selected for a position or on an interview panel), confidential until leadership gives them permission to divulge the information.
- Follow the Centre’s grievance procedure if they feel they have been treated unfairly throughout the employment procedure.
- Be paid out in full and asked to leave the site immediately if they resign or are dismissed based on performance issues.

Team Leaders will:

- Support and direct staff where necessary to follow these procedures and engage in the grievance procedure as per site policy.
- Communicate this policy to all team members.

EVALUATION:

This policy is seen to be working effectively when:

The process of recruitment and advertising positions within and outside the Centre is fair and equitable.

National Quality Standards:

Element 4.1.1
Educator-to-child ratios and qualification requirements are maintained at all times.

Element 7.1.4
Provision is made to ensure a suitably qualified and experienced educator or co-ordinator leads the development of the curriculum and ensures the establishment of clear goals and expectations for teaching and learning.

Implemented: February 2014
Reviewed: January 2015
Next Review: February 2016