



## **Staff Recruitment, Hiring and Performance Reviews**

### **Policy Statement**

Bledlow Pre School places a very high value on its employees and seeks to not only comply with all current employment legislation, particularly that which relates to child protection and safeguarding and also to provide a working environment that encourages innovation and imagination whilst fostering loyalty and promoting a high professional standard. All recruitment is undertaken in accordance with the Safer Recruitment process.

We offer a highly competitive pay rate which is coupled with a discretionary bonus scheme for qualifying employees. Our pay scales are reviewed at least annually against local market conditions to ensure that we attract and retain the best possible people.

### **Recruitment and Hiring**

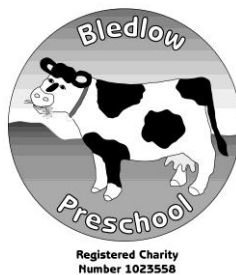
Vacancies, when they arise, may be advertised formally on the Buckinghamshire County Council web site (Early Years Development & Childcare Partnership), our own web site, commercial internet based job sites and/or recruitment agencies, via social media such as Facebook and informally by email and word of mouth. We are particularly keen to recruit from personal recommendations of existing staff, parents and Committee members.

Job advertisements include a job description, person specification and an application form. Applicants also receive a copy of the Preschool safeguarding policy.

Applicants are asked to provide details of their work experience, qualifications, personal qualities and suitability to work with young children. They must do so by completing a detailed application form which is reviewed by the Practice Manager to ensure the applicant meets the specific job and person specification, and has the necessary DBS certificate in place. Suitable candidates are then invited to attend a formal interview, prior to which references from at least 2 past employers will be sought. We will seek confirmation from the referees that the applicant has never been the subject of any safeguarding concerns.

The interview panel will consist of the Practice Manager and at least 1 member of the Committee. During the interview the candidate is asked to describe his/her experience relevant to the role and the setting, providing specific examples of areas where he/she excels as well as areas for improvement or development. The panel provides an overview of;

- Bledlow Pre School - our history, ethos and codes of conduct, including the importance of safeguarding
- the families and the community that we serve,
- our policies and procedures,
- curriculum and daily practice



During the interview, the panel will seek to determine the applicant suitability for the role by discussing the applicants qualifications, work experience, professional competencies, personal qualities and attributes. Detailed notes will be taken and immediately post the interview, the panel complete a brief checklist to assist them in identifying the candidates suitability for the role. This checklist, along with the interview notes, and the candidate application form and references, forms the record of interview and becomes part of the candidates personnel record if they are subsequently employed by the Pre School.

Following a successful interview where the panel wishes to offer a job to the candidate, the Practice Manager will contact the candidate to make a verbal offer of employment. All staff are required to undergo checks with the Disclosure and Barring Services (DBS) prior to any formal offer of employment or to provide a current DBS certificate. Staff may also be required to register on the Ofsted Early Years Register.

Subject to the receipt of satisfactory references, the DBS certificate and any Ofsted registration, a formal Contract of Employment is then issued to the candidate. The Contract must be signed and returned to the Pre School before/on the first day of employment, for the attention of the Practice Manager. No employee may commence work without a signed Contract.

The Contract of Employment includes the following;

- Full name and address of the employee
- Name of employer and place of employment
- Date of start of employment and hours to be worked
- Remuneration
- Holiday Entitlement
- Pension Information
- Sickness, maternity and absence policy
- Disciplinary and grievance policy
- Probation, termination and notice period

Additionally, upon commencement of employment, the new employee receives a written job description, an induction plan and a copy of the Staff Handbook where further information relevant to the setting and role is available.

All new staff enter into a 3 month probationary period during which performance on the job, attitude and competency is assessed. The induction period concludes in a formal review with the Practice Manager who provides feedback and advice for further development or training as appropriate. If the performance of the employee is satisfactory, this is recorded and added to the employees personnel records. If performance is unsatisfactory during this period then the contract of employment can be terminated without the need to follow the usual dismissals process or the probationary period may be extended for a specific period of time with standards/targets for performance set.



## Appraisals

Bledlow Pre School is committed to continuous professional development of its staff and as such invests in a formal performance appraisal process for every member of staff. This provides an opportunity for the individual employee to discuss their performance and development with the Practice Manager, as well as to seek any support they may need in their role. It's used to both assess recent performance and to focus on future objectives, opportunities and resources needed. A formal appraisal meeting is held at least annually and reviewed/discussed formally at least once per term.

Additionally, conversations on performance are an integral part of regular meetings with the Practice Manager, and if performance is measured quantitatively, employees should be regularly informed of their progress towards targets.

Appendix A Interview Check List should be read in conjunction with this policy.

This policy was adopted at a meeting of	Bledlow Pre School Committee and Management Team March 1st 2017
Held on	_____
Signed on behalf of the provider	_____
Name of signatory	Sarah Metcalfe
Role of signatory (e.g. chair, director or owner)	Chair

***This policy to be reviewed annually.***

***Next review due by*** 1st March 2018



**Appendix A - Interview check list**

**Candidate name:**

**Role applied for:**

**Interview date:**

**Interviewer name:**

To be completed during or immediately after the interview. Each interviewer to complete a copy.

SUGGESTED GRADE SCALE: 5 = Excellent 3 = Average 1 = Poor

Topic	Grade	Comments
Candidate presentation (appearance and professionalism relative to role and setting)		
Preparedness for interview (knowledge of setting, role and community)		
Interpersonal skills ( ability to relate to panel, empathy, keep the conversation going )		
Formal qualifications relevant to role		
Experience relevant to role		



Ability to meet required hours of work, now and in the future (flexibility in working hours/days)		
Salary expectations ( can we afford them? Are their expectations in line with our policy?)		
Good fit with rest of team? (ability to integrate quickly with existing staff and work as a team)		
Any unique skills/capability/experience which may be valuable? (May be from a different industry or background)		
Have they demonstrated a good understanding of the importance of safeguarding and child protection policies?		
DBS check received, or ability to access via the Update service?		
At least 2 satisfactory references received?		
Overall match for the role. Recommend offer of employment?		