

Safe Recruitment & Selection Policy

2.3 Policy Statement

The objective of this document is to ensure the effective recruitment, election and retention of the right staff required to meet the needs of Witchford Rackham Pre-School. We are committed to recruiting a diverse workforce, which reflect the society in which we operate. This will be achieved through fair and systematic recruitment procedures, which ensure that appropriate selection decisions are made to meet legal, business and best practice requirements in this area.

Job Descriptions and person Specifications

Before a post can be filled, an up-to-date job description must exist. A clear, precise job description makes it much easier to work out what skills, experience, knowledge, qualifications and personal attributes are required for a job. Current information on the nature and duties of the job should have been obtained from the previous post holder as part of the exit interview process.

Writing and Preparing Job Descriptions

A standard job description template can be found in the Safe Recruitment toolkit. The outline of a job description must include the following headings:

- The job title
- The job title(s) to whom the post-holder reports
- The job title(s) who report to the post-holder
- The main purpose(s) of the job
- The specific responsibilities

When writing and preparing a job description, the following points should be observed. The job description should:

- Be written in plain language
- Give full details of the job
- Carefully describe the duties and responsibilities of the post
- Refer to the work environment where the duties of the job would take place.

The job description should not include references to the competencies and attributes which the post holder is expected to have to execute the duties of the post. Such information should be contained in the person specification.

The average length of a job description is around one to two sides of A4. It should not be an exhaustive list of all the individual tasks or duties which the post holder would be expected to carry out. This can be covered in the induction process.

Include the following statement – at the end of each job description. “This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Line Manager”.

Person specification

The person specification is used at both the short listing and interviewing stages of the recruitment process and a properly prepared specification is the key to avoiding biased and poor selection practices. A person specification should be written for all posts .

The existing person specification should be reviewed and rewritten to take into account any since the document was produced. If there is no existing person specification, one must be written by the Line Manager.

The person specification should also state whether the post is or is not exempt from the Rehabilitation of Offenders Act (1974) and therefore a criminal records’ check.

Devising a person specification

In devising a person specification, we will:

- Analyse the job description to identify the key duties and responsibilities of the job.
- Convert each group of job duties into the appropriate skills, experience, knowledge or abilities needed to carry out the job.
- Include a wide range of experiences and allow for cultural differences.
- Emphasise the experience/skills required rather than the qualifications required, especially where a formal qualification is not essential for the performance of the job.

What should not be included in a person specification?

The person specification must not specify:

- Age
 - unless age is a requirement for fulfilling a task in the job description and the reason is clearly identified in the person specification and can be objectively justified or
 - an age restriction has been imposed by an external statutory body.
- Sex/race:
 - unless a genuine occupational qualification can be proved under the relevant section of the Sex or Race Discrimination Acts.
 - Specifications must not contain factors, which could constitute indirect discrimination, e.g requirement for an English A Level

Equal Opportunities Monitoring

All equal opportunities monitoring forms and the front personal details form should be removed from the application forms prior to short-listing and should not be seen by the panel. The application forms should be identifiable by numbers, which will match a corresponding list.

Applicants are not obliged to complete a monitoring form, but short-listed candidates who have not completed the one attached to their application form should be encouraged to complete one on arrival for interview.

Short-listing candidates

The panel should be established as soon as the post has been advertised and a panel chair appointed (usually the line manager of the vacant post). A timetable for short-listing and interviewing should be decided, allowing at least a week for candidates to be notified of their interview date.

Short-listing Guidelines

When drawing up the shortlist, the selection panel should:

- Agree as a panel their understanding of the key criteria in each person specification;
- Measure the attributes of each candidate methodically against each requirement in the person specification (but not against other candidates);
- Judge applicants only against the person specification used in the advertising process; this means that no part of the original person specification should be changed at a later stage;
- Record reasons for rejecting an applicant in writing on the shortlisting form;
- Ensure that all original material used in creating a shortlist is filed with the recruitment records; and
- Ensure that all panel members have declared any personal or social relationships or contacts they may have with any of the candidates.

The selection panel must not:

- Introduce any new standards, qualifications or experience in the person specification;
- Casually sift through the application forms to get an impression of suitable candidates;
- Take into account the standard of handwriting in the application form as a means of determining the candidate's level of skills or abilities, unless handwriting is a key criterion, and
- Exclude a candidate from the shortlist on the grounds of his or her age, sex, sexuality, marital status, physical or mental abilities, disability or illness, religious or cultural background, political or trade union activities, ethnic background and social background.

The short-listed candidates should be notified of their interview date by telephone where possible. Additionally, all short-listed applicants will be sent:

- Invitation to interview letter. This must include a sentence regarding special needs requirements to ensure compliance with the DDA.
- Directions to get to the venue.

- Any other information which will assist candidates in orienting themselves to the post applied for; and
- Details of any tests and/or presentations candidates may be required to take/prepare.

Asylum & Immigration Act 1996 – Prevention of illegal working

It is a criminal offence to employ a person who is not entitled to live or work in the UK. The maximum penalty for doing so is £5,000 for each employee found not to have the entitlement.

Copies of any documents seen should be taken by the designated person at interview stage and copied. All candidates will be asked for evidence, regardless of ethnic origin.

References Prior to Interview

If the panel wishes, references can be taken up at this time, but candidates must be asked permission before doing so. There is a section on the application form asking candidates if references may be taken up prior to interview. This must be adhered to (see Reference Requests below).

Recruitment Procedure

- A job application form will be sent to interested parties, on which full employment history, qualifications, references and previous experience within early years are to be documented.
- A job description and person specification will be sent, which will outline the responsibilities of the role and are to be used when identifying relevant experience and skills.
- Potential candidates will have the opportunity to visit the setting during the recruitment process.
- Face to face interviews of potential candidates will take place where they will be required to bring proof of their identity and original or certified copy of their qualification. The interview will explore a candidate's suitability for the post.
- Suitable references will also be sought prior to commencement of employment.
- The successful candidate will be required to complete a DBS form prior to starting at the setting. If the disclosure is not returned in time for the candidate to commence work, then they will NOT be left unsupervised with children within the setting and a written risk assessment will be completed.
- Continued employment is subject to a satisfactory enhanced DBS disclosure.
- An employment contract will be completed for every new employee and must be agreed before employment starts.
- New staff member will go through the induction process as stated in **Policy 3.1**.
- A performance review will take place with the new employee at regular intervals during the specified probationary period to ensure they are settling into the team and meeting the requirements of the post.
- An appraisal and review system is in place to support performance management. These will be held annually.
- A 'Confirmation of the Completion of Pre-Employment Vetting checks' must be fully completed and signed off by the Chairman of the Management Committee and the Pre- School Leader and filed in personnel file.

Job Offer

The successful applicant must be advised in writing of the offer of employment. The following enclosures will be sent with the offer letter:

- The confidentiality policy statement
- The code of conduct
- The job description
- The salary/grade scale (if applicable)
- Terms and conditions (if appropriate)

References

A standard letter and reference request form should be sent with a copy of the job description and person specification.

If references for the successful candidate have not arrived at the time of selection, then the letter of appointment must say that the offer is subject to satisfactory references and checks.

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on _____

Signed on behalf of the
Management Committee _____

Name of signatory _____

Role of signatory _____

Date to be reviewed _____