

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096

Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

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Recruitment of Staff Procedure

The recruitment of Staff is the responsibility of the Playgroup Committee.

- Identify a need for a new member of staff , due to an existing member of staff leaving or reducing days, or an increase in the sessions child numbers.
- Committee and Playgroup Supervisor discuss requirements.
- Job description and personal specification completed.
- Timetable for recruitment is set, to include closing date, short-listing date and proposed interview date.
- Vacancy is advertised locally, on Swindon Schools On-line website and within the local area
- Applications packs are distributed as requested. Application packs are to include:
 - application form
 - job description
 - personal specification
 - equality, inclusion & valuing diversity policy
 - medical form
- Selection of interviewees to include Chair, Supervisor, and one other member of the Committee.
- At least one person on the interview panel to have attended Safer Recruitment training
- If no applicants or no suitable applicants the Playgroup Committee may take the decision to advertise for the vacancy by other means, e.g. local press.
- Interviews arranged and interview panel meet subsequently to discuss applicants.
- Offer of employment to successful interviewee by letter. All unsuccessful applicants to receive a rejection letter.
- All new members of staff will be police checked and references requested.
- Any job offer will be made subject to successful Criminal Records Bureau check and satisfactory references.
- New staff members will commence on a six month trial basis which can be terminated by either party.
- Following the successful completed induction period a full term contract will be offered in line with existing members of staff.

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| This policy was adopted at a meeting of | Wanborough Playgroup Committee |
| Held on (date) | 10 th March 2008 |
| Signed on behalf of the Management Committee/Proprietor | Sally Jamie |
| Role of signatory (e.g. chairperson etc.) | Chairperson |
| This policy was reviewed at a meeting of | Wanborough Playgroup Committee |
| Held on (date) | 3 rd March 2014 |
| Signed on behalf of the Management Committee/Proprietor | |
| Name of signatory | Ali Petherbridge |
| Role of signatory (e.g. chair/owner) | Chairperson |