



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 Sure Start Partnership website and with Job Centre Plus.
- 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.
- 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 of this induction period a full term contract will be offered in line with existing members of staff.

This policy was adopted at a meeting of

Wanborough Playgroup Committee

Held on (date)

10th March 2008

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Chairperson

This policy was reviewed on

continue as necessary