

POLICIES & PROCEDURES

**RECRUITMENT,
SELECTION &
INDUCTION**

SEPTEMBER 2014



**Lower Covey Montessori Nursery
Chapel Lane
Yetminster
Sherborne
Dorset
DT9 6LJ**



Lower Covey Montessori Nursery

Recruitment, Selection and Induction Policies & Procedures

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1. Recruitment

It is Lower Covey Montessori Nursery's policy to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age or perceived age, sexual orientation or disability. Wherever possible, existing employees will be invited to apply for promotion opportunities when a suitable vacancy arises.

1.1. Advert

All positions at Lower Covey Montessori Nursery are advertised in the local papers e.g. Blackmore Vale and Western Gazette. The job advertised will include a 'job title', job description, hours, qualifications and contact details.

The successful applicant for this post will be subject to an enhanced CRB disclosure. Copies of advertised positions will be placed on internal staff notice boards together with a note informing existing staff that they are welcome to apply.

1.2. Applicants

All applicants will be sent an 'Application form', 'Job Description' and 'Person Specification', so that they know the position that they are applying for, and whether or not they meet the criteria in the specification. All applicants are provided with a contract and a job description.

2. Selection

2.1. Short Listing

Nursery management are responsible for reading job applications, ensuring that they are fully completed. References are sought for all candidates that are short-listed for interview; at least one of the references will be from the applicant's most recent employer.

2.2. Interviews

All successful applicants will be invited to attend an initial interview with Nursery Management, whereby they will be asked a series of core questions appropriate to the job role.

During the initial interview all applicants will be asked to spend 30 minutes within the appropriate room with the opportunity to meet nursery staff and children. Staff are then responsible for observing how well the applicant communicates and interacts with staff and the children. Feedback is given to the nursery management.

All successful applicants will then be selected to attend a second interview with the Nursery Manager. Applicants will be asked how they feel their first interview went, along with a series of core questions. The Nursery Manager will draw upon all information gathered to make a decision as to who to appoint. The Nursery Manager



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will be trained in Safer Recruitment Training in line with Dorset County Council Procedures.

2.3. Criminal Record Bureau (CRB) Checks

No staff member will be left unsupervised until Lower Covey Montessori Nursery has received a recent copy of the individual's 'Enhanced Disclosure' CRB form, stating that they are now employed at Lower Covey Montessori Nursery.

2.4. Further Checks

Lower Covey Montessori Nursery will undertake requests for original qualification certificates. Identity checks are undertaken at the same time as completing in the 'Enhanced Disclosure' CRB form by the Nursery Manager.

2.5. Conditional Offer of Employment

The successful applicant will be informed via a telephone call or 'job offer' letter, stating terms and conditions of employment. All applicants are employed subject to satisfactory references, proof of qualifications, sight of relevant documentation confirming the individual's right to work in the UK, the completion and return of a successful CRB form and a completed Health Declaration.

All new staff at Lower Covey Montessori Nursery receive a full induction and tour of the setting.

2.6. Appointments

All appointments will be made subject to a satisfactory probationary period. Their supervisor will monitor new employees' progress closely during this period and they will have close supervision meetings for the first six months.

3. Induction

Lower Covey Montessori Nursery will send pre-starting information to new staff before their start date at the nursery. This will include details of an Induction date and times, job description, person specification, induction checklist, documents required and a nursery brochure.

On their Induction day new staff will be introduced to staff and the management team and be given a tour of the setting and grounds.

Documentation will be completed with the new staff member, including receiving, reading and understanding policies and procedures. Health and safety training will be provided during the Induction process (etc. fire procedures, first aid, medication, COSHH, RIDDOR and safe lifting).

Training and development will be discussed and an action plan for continuous professional development (CPD) will be agreed.

We ensure the ongoing suitability of staff and volunteers working in the setting by requiring staff to disclose convictions, cautions, court orders etc relating to them or a



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person they live with which may affect suitability, even when received during employment.