



Recruitment, Selection and Retention of Staff Policy and Procedure

The Safeguarding and Welfare Requirements: Suitable People

Providers must have effective systems in place to ensure that practitioners, and any other person who is likely to have regular contact with children (including those living or working on the premises), are suitable.

Recruitment

Parkfield Montessori Pre-school is an equal opportunities employer. The process of recruiting and selecting staff is in line with our Equality of Opportunity, Valuing Diversity and Promoting Equality and Inclusion Policy. Employees can always expect to be treated in line with this policy.

All roles within the setting have a job description and person specification. Staff receive a copy of these at the outset of their employment and upon any change of role, promotion, etc. A new job description and person specification is created when a new role is identified within the setting, prior to the vacancy being advertised.

Staff are recruited when a vacancy arises for an existing role or when a new role or vacancy is identified within the setting.

Vacancies are advertised on the settings website, local colleges or in the local newspaper. All adverts specify a closing date for applications.

Selection

Applicants are required to either telephone or email the setting to request a job application pack. The application pack consists of:

- An application form
- A job description
- A person specification

After the closing date, a short list is drawn up for interview.

The interview panel consists of at least two people, usually the proprietor and a senior member of staff. All applicants are interviewed by the same panel of interviewers and are asked identical questions. The interview panel score applicants on their answers to each question. Applicants will also be observed working with a group of children on a specified



task or activity, this will also be scored according to the accuracy of the presentation and the applicant's interaction with the child/ren. All applicants are scored on identical criteria.

The applicant scoring the highest is appointed to the role subject to satisfactory references, an Enhanced Disclosure and Barring Service Check, evidence of identity, evidence of qualifications and training, health declaration, and evidence of the applicant's legal right to work in the UK.

New employees are initially employed on a six-month probationary period. Once the probationary period is successfully completed employees are appointed on a permanent contract. Probationary periods may be extended or employment may be terminated if any aspect of the employee's performance has been unsatisfactory during the probationary period.

Retention

Parkfield Montessori Pre-school is committed to retaining highly-qualified and experienced staff. As such we seek to nurture a motivated and committed staff team in which each staff member is valued and supported. We will actively seek to encourage and enable staff to improve their skills and qualifications by offering regular opportunities for training, either in-house, via externally run training courses, or by funding or part-funding staff to access training courses.

New employees undergo an Induction Programme, beginning on their first day of employment. The new employee meets with their line manager/supervisor at the end of their first week, first month and at the end of their first three months of employment to review progress. Each area of the Induction Programme is signed off by both the employee and the employee's line manager or supervisor as it is completed. After accepting employment new employees are given a Staff Handbook containing copies of the setting's staff policies and procedures and other relevant information. Staff are required to bring their Staff Handbook to work during their induction period. During their probationary period new employees are allocated an experienced member of staff to be their mentor. The mentor helps the new employee to settle in and is a source of guidance, advice and support during the probationary period.

Planned Staff Supervision meetings are held termly. Staff Supervision provides opportunities for staff to:

- discuss any issues – particularly concerning children's development or well-being;
- identify solutions to address issues as they arise;
- discuss and evaluate their performance
- discuss their role and responsibilities within the setting
- agree targets and/or to receive coaching to improve their effectiveness in their role
- discuss their aspirations and prospects for future development
- agree targets and training needs for continuous professional development



Where any aspect of an employee's performance is unsatisfactory this is addressed under the Capability and Performance Management Procedure with a view to improving performance and retaining staff. Unsatisfactory performance is discussed with the proprietor and/or manager and targets are put in place to improve performance. Targets are clear, specific and measurable and are reviewed within a specified timeframe. The employee is supported to meet their targets and is offered training, mentoring, etc as appropriate. Where, despite Performance Management, an employee's performance continues to be unsatisfactory this is addressed under the Staff Disciplinary Procedure (See Staff Disciplinary Procedure).

This policy is reviewed annually, or as deemed necessary.

Policy reviewed and updated.....(date)

Signed.....