



Stower Vale Pre-School RECRUITMENT POLICY

At Stower Vale Pre-School we recognize that high quality childcare and early education provision is dependent on the input of a professional, well qualified, highly motivated staff team. To achieve this, we believe it is important to recruit individuals with different skills and experience from a variety of different backgrounds.

Stower Vale Pre-School fully subscribes to the principle of equality of opportunity and will not discriminate in its employment practices on the grounds of gender, age, disability, race, ethnic origin, language, political beliefs, trades union membership, religion, marital status or sexual orientation.

Positions in the Pre-School will be advertised internally and in the local press and the Local Authority's vacancy service. Applications will be by completion of an application form.

All individuals involved in the interview process will be trained and fully conversant with the law regarding equality of opportunity. At least one individual will have completed the Safer Recruitment training. They will be interviewed by the, Chairperson and a Committee Member.

At interview, candidates will be questioned about their suitability for the post against the criteria set out in the job description. All candidates will be asked the same questions. Overall judgment of suitability will be made against the criteria of the person specification and the interview responses.

References will be taken up in all instances. Written references will be requested and will be followed up verbally if necessary.

A verbal offer of employment will be followed up immediately by a written offer, subject to satisfactory references, confirming the terms and conditions of the offer and term of the probationary period. This offer will be subject to successful DBS and health checks and validation of qualifications and evidence of 'right to work'.

New appointees will be issued with a written contract, setting out their terms and conditions of employment and holiday entitlement. All newly appointed staff will take part in a thorough induction programme to familiarize them with the Pre-School's policies, procedures and working practices.