

# Greenbank Pre School

## Staff Recruitment and Selection Policy



### **Greenbank Pre School**

Edinburgh Greenbank Parish Church of Scotland  
Braidburn Terrace  
Edinburgh EH10 6ES

*SPPA Registration No: 0923  
Charity No SCO11325*

## **Staff Recruitment and Selection Policy**

Greenbank Pre-school aims to recruit the right people to the organisation to deliver the objectives of the pre-school to the highest quality and optimum efficiency. The purpose of the Recruitment Policy and procedures is to attract, recruit and retain the right employee in a cost effective manner and to maintain associated records and statistics required by monitoring agencies.

The pre-school seeks to ensure candidates are selected according to the appropriate levels of skills, qualifications and ability and welcomes all applications irrespective of race, gender disability or sexual orientation.

In operating our recruitment procedures in line with the law, we acknowledge the spirit of equal opportunity that underpins legislation.

### **Procedure**

#### **1. Job Analysis**

Vacancy - when a vacancy arises the post will be analysed to determine if the nature or scope of the job/duties have changed in anyway. The decision to recruit to existing role, amended role or not to recruit will be taken by the Management Committee

If the role is to be altered in any way the job description and person specification will be amended and the terms and conditions of employment rechecked. This will normally be undertaken by the chair of the management committee.

#### **2. Job Description**

All posts will carry job descriptions. These will normally be developed by the Head teacher and the chair and treasurer and will be produced to the standard format.

#### **3. Person Specification**

All posts will carry person specifications. These will normally be developed by the Head teacher and the chair and will be produced to the standard format. Care must be taken to ensure the person specification is not directly or indirectly discriminatory. To assist in the selection process the criteria will be listed as essential and desirable. The person specification will be used to draw up the shortlist for interview and selection.

#### **4. Recruitment**

The job description and person specification will inform the recruitment route. In all cases jobs will be advertised in at least two places to ensure good coverage and be in line with equal opportunities policy.

**5. Advertisements**

All posts must be advertised and all adverts must make clear our responsibilities under equal opportunities legislation, the competences required for the job and the fact that the post is subject to Enhanced Disclosure check. - see SPPA advice sheet for further advice

**6. Application Packs**

Application packs will include: Application Form, Equal Opportunities Monitoring Form, Rehab of Offenders Act Form, Job Description including salary details, Person Specification, and, background information on the role where applicable, instructions on the application procedure and closing date. These will be issued on request. There will be a minimum of ten working days between advertisement and closing date.

**7. Equal Opportunities Monitoring**

The Equal Opportunities Monitoring Forms will be retained for scrutiny Identifiers will be removed from the application forms.

**8. Shortleeting**

Shortleeting will be completed by the head teacher and other members of the interview panel as appropriate timeously after the closing date. The leeting process will be recorded on the Shortleeting Scoring Grid. All applicants with the essential criteria as detailed on the person specification will be included in the first leet. Should this bring forward an unduly high number of applicants e.g., over eight, a second leeting will take place, which will include applicants with essential and desirable criteria. All candidates in this leet will be interviewed. To apply any other criteria may be discriminatory and, if in exceptional circumstances this takes place, the criteria must be recorded and the person specification revisited. On confirmation of the candidates to be interviewed references will be sought for this group. Standard letters of invitation to interview will be issued a minimum of five working days in advance of the interview.

**9. Interviewing**

The interview panel will comprise of the head teacher, one parent representative from the management committee and one church representative from the management committee.

The panel will determine pre set questions and duration in advance of the interview. Questions must relate to the job description and criteria. The panel will determine any other selection tools to be used: presentation, written exercises, skill tests e.g., use of IT, use of equipment etc. laid out in the person specification. Discriminatory questions or questions about the candidates' personal circumstances which are not related to the job must not be asked. The approach to the interview will be structured and content must be applied fairly and consistently to all candidates.

Notes should be taken during the course of the interview and recorded on the Interview Question Grid.

**10. References**

As noted in 8 above, references will be sought for all candidates to be interviewed. A standard reference request form will be issued with the job description and person specification for the post and a cover letter requesting the reference be provided by the date of interview.

**11. Appointment**

Once the panel has reached its decision the Head teacher will provisionally offer the successful applicant the post by telephone (subject to References and Disclosure Scotland checks Should the applicant not accept the post the interview panel will decide if there is a second choice applicant to be offered the post.

**12. Employment - Administration**

The Head teacher will set up a personnel file for the new employee which will include: copies of qualifications, references, NI number, bank details, emergency contact details, CPD file etc. Unsuccessful applicants will be informed in writing immediately by standard letter. Should an applicant request feedback this will be arranged via the chair.

Details of the enhanced Disclosure check\* will be kept by the Safeguarding officer at the Church of Scotland headquarters at 121 George Street Edinburgh

\*(NOTE: when Disclosure checks are being processed, field C2 must indicate that the position applied for is a childcare one to ensure the lists of adults Disqualified from Working with Children (DCWL) are accessed (refer to The Protection of Children (Scotland) Act 2003))

The enhanced disclosure check will be processed via the congregational child protection officer to the safeguarding officer at 121 George Street

**13. Data Protection**

Unsuccessful applicants' papers, except Equal Opportunities Monitoring information, will be kept in file for six months after which they will be securely destroyed.

14. **Recruitment Training**

All staff involved in recruitment will be provided with training in recruitment and selection techniques. This will include: relevant discrimination and employment legislation, writing job descriptions and person specifications, interviewing techniques.

All staff and committee members will have a working knowledge of this policy.

Date of review

Name