

Greenbank Pre School

Staff Recruitment Policy



Greenbank Pre School

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

SPPA Registration No: 0923
Charity No SCO11325

Staff Recruitment

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 teacher/manager, 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 teacher/manager 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 membership of the PVG scheme - see Disclosure Scotland advice sheet or website for further advice
- 6. Application Forms**

Application forms will be available to be downloaded from the website together with the Job Description including salary details, Person Specification, background information on the role where applicable, instructions on the application procedure and closing date. There will be a minimum of ten working days between advertisement and closing date.
- 7. Equal Opportunities**

The chair, or member of the management committee making arrangements for interviews, will ask candidates selected for interview if they have any special requirements to enable them to attend for interview.
- 8. Shortlisting**

Shortlisting will be completed by the teacher/manager and other members of the interview panel as appropriate timeously after the closing date. The shortlisting process will be recorded on the Shortlisting Scoring Grid. All applicants with the essential criteria as detailed on the person specification will be included in the first shortlist. Should this bring forward an unduly high number of applicants e.g., over eight, a second shortlisting will take place, which will include applicants with essential and desirable criteria. All candidates in this shortlist 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 teacher/manager, 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. The application form will include space for applicant to provide contact details, including email addresses, for their referees. A standard reference request form will be issued at the same time as the invitation to attend for interview with a covering letter requesting the reference be provided by the date of interview.

11. Appointment

Once the panel has reached its decision the teacher/manager or chair of the management committee will provisionally offer the successful applicant the post by telephone (subject to References and Disclosure Scotland checks). The interview panel will decide if there is a second choice applicant to be offered the post should the applicant not accept.

12. Employment - Administration

The Teacher/manager 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 by phone or in writing as soon as possible. Should an applicant request feedback this will be arranged via the chair.

Details of the PVG scheme membership* will be kept by the Church of Scotland

*(NOTE: when PVG Scheme applications are made, field A2 **must** indicate that the position applied for is for regulated work with children to ensure the appropriate lists of adults disqualified from working with

children are accessed (refer to Rehabilitation of Offenders Act, 1974, The Protection of Children (Scotland) Act 2003) and The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2013)

The PVG scheme membership application will be processed via the congregational safeguarding coordinator to the safeguarding office at 121 George Street which is the central administration of the Church of Scotland.

13. Data Protection

Unsuccessful applicants' papers 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 knowledge of this policy

Date of review: September 2014

Name: Joan Ritchie

Next review: by September 2017