

Bambino Ltd

Recruitment Policy

Version	Date	Author	Comments
1.0	07/2008	Bambino Ltd	Initial release and adoption of policy
1.1	28/09/2011	Scott Roberts	Introduction of version control

Recruitment Policy

Statement of intent

This nursery believes that the wellbeing and safeguarding of children is of paramount importance. This fact relies heavily on the recruitment of suitable people to staff the nursery

Aim

We aim to ensure we recruit the most suitable candidates to work in the nursery..

Methods

The members of staff responsible for recruitment is Sharon Peach and the manager, who regularly updates their knowledge on the best way of vetting staff and ensuring their suitability.

Advertising the job

Jobs are usually advertised in the Chronicle and Echo. Depending on the seniority of the job, it may also be advertised in Nursery World, the job centre, the Herald and Post and on the internet. We tell all candidates that they will be CRB checked and that written references will be collected on all shortlisted candidates ahead of interview.

Application process

Candidates are sent a copy of the job description along with the job application form. The form requires candidates to list their qualifications and special skills which make them suitable for each job.

Interview

Shortlisted candidates are invited for interview at the nursery by the manager and deputy. Selection criteria are agreed before the interview and a scoring system is used during and after the interview. Candidates are asked about their attitudes towards safeguarding children as well as their childcare skills. A number of potential staff are then invited back for 'stay and play' sessions.

Conditional Offer

An offer is made subject to an enhanced CRB check, which is applied for immediately.

