



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

Recruitment and Selection Policy

Statement of intent

We provide a staffing ratio in line with the Welfare requirements of the Early Years Foundation Stage to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. The Ladybird Playgroup Thriplow CIO staff are appropriately qualified and we carry out checks for criminal and other records through the DBS in accordance with statutory requirements (see our Staffing and Employment Policy for further details).

Aim

The objective of this policy is to ensure the effective recruitment, selection and retention of the right staff required to meet the needs of the Ladybird Thriplow CIO. We are committed to recruiting a diverse workforce, which reflect the society in which we operate. This will be achieved through fair and systematic recruitment procedures, which ensure that appropriate selection decisions are made to meet legal, business and best practice requirements in this area.

Procedure

Further guidance

Cambridgeshire County Council's Safe Employment Toolkit – a pack of recruitment tools and guidelines which have been developed as part of the Children and Young Person's Strategic Partnership Safe Employment work plan. Safe Recruitment Courses are available for senior staff to attend.

Job Description and Person Specification

Before a post can be filled, an up-to-date job description must exist. A clear, precise job description makes it much easier to work out what skills, experience, knowledge, qualifications and personal attributes are required for a job. Current information on the nature and duties of the job should have been obtained from the previous post holder as part of the exit interview process.

Writing and Preparing Job Descriptions

The outline of a job description must include the following headings:

- The job title
- The job title(s) to whom the post-holder reports
- The job title(s) who report to the post-holder
- The main purpose(s) of the job
- The specific responsibilities.

When writing and preparing a job description, the following points should be observed. The job description should:



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

- Be written in plain language
- Give full details of the job
- Carefully describe the duties and responsibilities of the post
- Refer to the work environment where the duties of the job would take place.

The job description should not include references to the competencies and attributes which the post holder is expected to have to execute the duties of the post. Such information should be contained in the person specification.

The average length of a job description is around one to two sides of A4. It should not be an exhaustive list of all the individual tasks or duties which the post holder would be expected to carry out. This can be covered in the induction process.

Include the following statement – at the end of each job description. *“This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Playgroup Leader”.*

Person specification

The person specification is used at both the short listing and interviewing stages of the recruitment process and a properly prepared specification is the key to avoiding biased and poor selection practices. A person specification should be written for all posts.

The existing person specification should be reviewed and rewritten to take into account any changes since the document was originally developed. If there is no existing person specification, one must be written.

The person specification should also state whether the post is or is not exempt from the Rehabilitation of Offenders Act (1974) and therefore a criminal records' check.

Devising a person specification

In devising a person specification, you should:

- Analyse the job description to identify the key duties and responsibilities of the job
- Convert each group of job duties into the appropriate skills, experience, knowledge or abilities needed to carry out the job
- Include a wide range of experiences and allow for cultural differences
- Emphasise the experience/skills required rather than the qualifications required, especially where a formal qualification is not essential for the performance of the job.
- Specify any essential or desirable qualifications.

What should not be included in a person specification?



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygrouphthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

The person specification must not specify:

- Age
 - unless age is a requirement for fulfilling a task in the job description and the reason is clearly identified in the person specification and can be objectively justified or
 - an age restriction has been imposed by an external statutory body.
- Sex/race:
 - unless a genuine occupational qualification can be proved under the relevant section of the Sex or Race Discrimination Acts.
- Other Factors:
 - Specifications must not contain other factors, which could constitute indirect discrimination, e.g requirement for an English A Level.

Equal Opportunities Monitoring

We work towards offering equality of opportunity by using non-discriminatory procedures for staff recruitment and selection.

We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of disability, gender reassignment, pregnancy and maternity, race, religion or belief, sexual orientation, sex, age, marriage or civil partnership. Applicants will not be placed at a disadvantage by our imposing conditions or requirements that are not justifiable.

All equal opportunities monitoring forms and the front personal details form should be removed from the application forms prior to short-listing and should not be seen by the panel. The application forms should be identifiable by numbers, which will match a corresponding list.

Applicants are not obliged to complete a monitoring form, but short-listed candidates who have not completed the one attached to their application form should be encouraged to complete one on arrival for interview.

Short-listing candidates

The panel should be established as soon as the post has been advertised and a panel chair appointed (usually the line manager of the vacant post). A timetable for short-listing and interviewing should be decided, allowing at least a week for candidates to be notified of their interview date.

Short-listing Guidelines

When drawing up the shortlist, the selection panel should:

- Agree as a panel their understanding of the key criteria in each person specification;
- Measure the attributes of each candidate methodically against each requirement in the person specification (but not against other candidates);



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

- Judge applicants only against the person specification used in the advertising process; this means that no part of the original person specification should be changed at a later stage;
- Record reasons for rejecting an applicant in writing on the shortlisting form;
- Ensure that all original material used in creating a shortlist is filed with the recruitment records; and
- Ensure that all panel members have declared any personal or social relationships or contacts they may have with any of the candidates.

The selection panel must not:

- Introduce any new standards, qualifications or experience in the person specification;
- Casually sift through the application forms to get an impression of suitable candidates;
- Take into account the standard of handwriting in the application form as a means of determining the candidate's level of skills or abilities, unless handwriting is a key criterion, and
- Exclude a candidate from the shortlist on the grounds of his or her age, sex, sexuality, marital status, physical or mental abilities, disability or illness, religious or cultural background, political or trade union activities, ethnic background and social background.

The short-listed candidates should be notified of their interview date by telephone where possible.

Additionally, all short-listed applicants will be sent:

- Invitation to interview letter. This must include a sentence regarding special needs requirements to ensure compliance with the DDA.
- Directions to get to the venue.
- Any other information which will assist candidates in orienting themselves to the post applied for; and
- Details of any tests and/or presentations candidates may be required to take/prepare.

Asylum & Immigration Act 1996 – Prevention of illegal working

It is a criminal offence to employ a person who is not entitled to live or work in the UK. The maximum penalty for doing so is £5,000 for each employee found not to have the entitlement.

Copies of any documents seen should be taken by the designated person at interview stage and copied. All candidates will be asked for evidence, regardless of ethnic origin.

References Prior to Interview

If the panel wishes, references can be taken up at this time, but candidates must be asked for permission before doing so. There is a section on the application form asking candidates if references may be taken up prior to interview. This must be adhered to (see Reference Requests below).

Interview

The interview process will be made as fair as possible. The same interview panel will be used for each candidate and the same interview questions presented. A scoring system will be used to record objectively



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

the quality of the interviewee's answers. A decision will be made as soon as possible and the interviewees notified.

When deciding on the successful candidate the interview panel should:

- Agree as a panel their understanding of the key criteria in each person specification;
- Measure the attributes of each candidate methodically against each requirement in the person specification (but not against other candidates);
- Judge applicants only against the person specification used in the advertising process; this means that no part of the original person specification should be changed at a later stage;
- Record reasons for rejecting an applicant in writing on the interview panel form;
- Ensure that all original material used in choosing a candidate is filed with the recruitment records; and
- Ensure that all panel members have declared any personal or social relationships or contacts they may have with any of the candidates.

The selection panel must not:

- Introduce any new standards, qualifications or experience in the person specification;
- Exclude a candidate from consideration on the grounds of his or her age, sex, sexuality, marital status, physical or mental abilities, disability or illness, religious or cultural background, political or trade union activities, ethnic background and social background.

Job Offer

The successful applicant must be advised in writing of the offer of employment. The following enclosures will be sent with the offer letter:

- The equal opportunities policy statement
- The confidentiality policy statement
- The code of conduct
- The health and safety policy statement
- The discipline and grievances procedure
- The job description
- The salary/grade scale (if applicable)
- Terms and conditions (if appropriate)

References

If references for the successful candidate have not arrived at the time of selection, then the letter of appointment must say that the offer is subject to satisfactory references and checks.

Notifying Ofsted of changes

We inform Ofsted of any changes to our Registered Person of our provision and/or our manager.

Legal Framework:



Ladybird Playgroup Thriplow CIO – Recruitment and Selection Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: ladybirdplaygroupthriplow@gmail.com Web: www.ladybird-playgroup.co.uk

Equality Act 2010

Other Reading:

Recruiting and Managing Employees (2011)

Employee Handbook (2012)

CCC Safer Recruitment Toolkit

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO		
Held on (date)		
Signed on behalf of the Ladybird Playgroup Committee		
Role of signatory (e.g. chairperson etc.)		
Signed by Playgroup Leader/Deputy		
Name of Playgroup Leader/Deputy		