

The Ark

Recruitment and Selection Policy

This childcare provision will evaluate and review every vacancy and is committed to equality of opportunity and non-discrimination in its recruitment and employment practices and aims to ensure that employment and progression within its organisation are determined solely by application of objective criteria and personal merit.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates for interview based on their skills, qualifications and experience.

No job applicant, trainee applicant, employee or trainee will be treated less favourably than another.

If appropriate checks reveal that a person has a previous conviction, this childcare provision will comply with the CRB Code of Practice when receiving such information. We will consider all of the circumstances before making a recruitment decision including our duties under the Criminal Justice and Court Services Act 2000 and the Rehabilitation of offenders Act 1974, The Education Act 2002, and the Race Relations Act 1976 (amended) Regulation 2003, the Employment Equality Regulations 2003 and the Employment Equality (Age) Regulations 2006.

Advertising

In the interests of Equal Opportunities the childcare provision will ensure that all job vacancies are advertised in a wide variety of places within the local community and Press to attract applicants from all of the community.

Wording of the advert will communicate clearly the organisations specific requirements and will not use discriminatory language, unnecessary jargon or superfluous details.

Interviewing

The organisation will shortlist candidates against the job specification, inviting them to attend for an interview. It will do all in its power to provide any special facilities at the interview requested by a candidate, prior to that date, to prevent any discrimination. The childcare provision will avoid making biased judgements and select the best candidate for the job, based on the recommendations from the interview panel.

Employing Staff

The Ark will instigate checks and references, notifying Ofsted about staff appointments and prepare an induction package. All staff are Criminal Records Bureau checked and these checks are renewed three yearly

Reviewing the policy

Recruitment, selection, employment procedures and practice will be kept under review annually to ensure that individuals are recruited, selected, trained and promoted on the basis of their abilities, merits and the requirements of the job.

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Recruitment and Selection Procedure

- Assess the vacancy and compile the job description and person specification for the position.
- Advertise and shortlist applicants against the job description and person specification.
- Interview for the vacancy in line with the organisations recruitment and selection policy.
- Ensure the applicant has the relevant training, qualifications and experience.
- Apply for references, personal references and health reports.
- Notify Ofsted and undertake Criminal Records Bureau checks.
- Check applicants' identity with appropriate documents, e.g. Birth Certificate, Passport, recent (last 3 months) utility bill to confirm address.
- Establish applicant's identity, if the name has changed e.g. Marriage Certificate, divorce details, deed poll documentation
- Confirm that the person is eligible to work in the UK by checking one of the following:-
 - National Insurance Number or NI card (not a temporary card)
 - P45, P46, P60
 - Work permit
 - Evidence, such as a letter from the home office, confirming someone's right to live in the UK and take employment
 - A full British passport or another passport with a stamp confirming the holders right of abode in the UK
 - A certificate of registration or naturalisation as a British citizen
 - A birth certificate issued in UK or Republic of Ireland
 - A passport or identity card confirming someone is a citizen of the European Economic Area
- Where practicable, await clearance from the registering authority and have copies of the relevant references, before setting the start date.
- Ensure the new employee is aware of the 12 week probationary period and manner of review during this time.
- Prepare an induction programme for the new staff member.