

# Dartmouth Pre-School

## Recruitment and Retention policy

### Recruitment

At Dartmouth Pre-school all our staff positions whether paid or voluntary have a job description and personal specifications. These are sent to all job applicants with the application forms. They are reviewed and updated (if required) every 6 months by the committee and chairperson.

When a vacancy is identified or a new role is created, the committee review the situation to decide whether we can amend the staff rota to fill this vacancy. If not, a job advert needs to be placed and will be advertised on the DISC website, in the CHOICES magazine, in the local paper and at local schools.

When a job vacancy needs to be placed we advertise the hours and days available, the hourly pay rate, the qualifications required, a contact telephone number and name to apply for an application form, the closing date of the vacancy and the date on which the interviews will be held.

We will shortlist the applicants by looking at the job specification which has been applied for, the qualifications needed and the skills and experience required.

Once the applicants are shortlisted, all successful applicants will be invited for an interview by a telephone call and all unsuccessful applicants will be notified in writing.

The interview panel will consist of two people, a committee member and the Manager. Once the interview has taken place, we immediately contact the referees on the application to get a reference for the applicant. We take up two references for the successful applicant(s), and we complete a DBS check of the successful applicant.

If the references and DBS check are returned and are successful, we then offer the applicant the position and inform all unsuccessful applicants in writing.

All staff have a contract of employment, which they receive within the first month of employment, together with a copy of the Disciplinary and Grievance Procedure. We have a probationary period of one month for all new employees.

See also Dartmouth Pre-school Staffing and Employment Policy

# Staff Retention

The school manager carries out staff inductions. We use a checklist for this purpose and the induction is carried out on the new staff members first day to introduce them to the way we work and to meet the other staff members.

After the probationary period, the chairperson and/or school manager arranges a n informal meeting with the staff member to talk about their progress and to ensure both parties have been happy with all areas over the probationary period.

If there are no concerns and both parties are happy, the probationary period is ended and the staff member is offered the position.

If there are any minor concerns, a further months probationary period will be put in place in writing and signed by all parties involved.

The Chairperson holds individual supervision meetings on a ½ termly basis to discuss any concerns or worries the staff member may have and to discuss any training required or needed. The training portfolio will be viewed during these meetings. The meetings are recorded and kept in a confidential file.

The setting will organise any training required as soon as the training course becomes available. As a minimum, all staff at Dartmouth Pre-School attend Child protection and food hygiene courses whilst supervisors also attend a paediatric first aid course.

The school manager will advise staff of any up and coming training courses, network meetings and cluster group meetings that they may be required to attend. the manager will then advise the committee of any costs these training courses may incur. Once the committee approve the costs, the manager will then apply for the course and advise the staff member of the dates and times.

The school management carries out staff appraisals annually; usually in the spring term. All staff members will be individually invited to attend a meeting to discuss their progress, worries, concerns, training requirements, plans for the coming year and what they feel they can bring to the setting in the coming year. Achievements throughout the past year, time keeping and sickness will also be discussed. The meeting will be recorded and signed by everyone at the appraisal meeting; one copy will be placed in a confidential file and one copy will be given to the staff member at the meeting.

Staff meetings take place on a ½ termly basis to discuss up and coming planned outings, events and topics, all staff will be advised when and where the meetings will take place and all staff are expected to attend.

Approved

Adopted on **29/04/2014**      Review Date **29/04/2015**

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