

Staffing- Recruitment & Employment

In order to provide high quality childcare at Stalbridge Pre-school we will:

- Operate an equal opportunities policy, offering positions equally to both sexes, regardless of age, religion, disabilities, culture or ethnic group and social background.
- Advertise the position in local publications as well as on the Sure Start web site, giving adequate timescales for people to apply and return applications.
- Send out application packs which include: Application Forms, Job description, Time Scales and the name and address where application should be returned.
- Offer positions subject to references being taken up and enhanced Criminal Record Bureau checks being completed satisfactorily.
- Carry out staff inductions prior to commencement of employment.
- Employ staff with relevant childcare qualifications or a willingness to train, the pre-school will source funding for these qualifications.
- Have regard for the statutory minimum wage, sick pay and holiday entitlement.
- Give staff contracts detailing terms and conditions of employment.
- Offer regular training opportunities for staff to update and enhance their knowledge of childcare issues as well as support their continued professional development. The pre-school budget allocates funding for training.
- Minimise disagreements and conflicts by encouraging staff to discuss issues at staff meetings or with the Manager or Chair Person.

This Policy was updated and adopted at a meeting of the pre-school on:

Signed:

Role: