



C-1 Staff Recruitment and Selection

Introduction

We believe that staff are the most valuable asset to the quality of the centre and that high quality staff are imperative to the smooth running of the centre. We aim to employ the best possible staff for the position through fair advertising and selection processes.

Procedure

Qualifications

Director

As outlined in requirements of National Standards.

Desirable, minimum 2 years' experience in a relevant field and demonstrated ability to work with children and staff.

Holds a current first aid certificate, Working With Children Check, Child Protection Training or willing to undergo training to obtain these.

A person of good character, who can be entrusted with providing adequate care for the welfare of the children.

Has an interest and desire to work with children.

Has an ability to communicate with adults, children and management and an ability to supervise and support staff.

The Director will be a minimum of 21 years of age.

NQS Quality Areas

4.1	7.1.3
4.2	7.1.4
7.1.2	7.1.5

National Regs

83	136
120	168

Educators

Relevant training as above and/or relevant experience to successfully fulfil the position.

Holds a current first aid certificate or is willing to undergo training to obtain this.

A person of good character, who can be entrusted with providing adequate care for the welfare of the children.

Has an interest and desire to work with children and has an ability to communicate with adults and children.

The assistant shall be a minimum of 18 years.

Recruitment

Selection panel

When a position becomes available for a casual Educator, the Director will conduct the selection process, with the assistance of the Management Committee where required.



When a position becomes available for a Director or other permanent position, the Management Committee will nominate a panel to conduct the process. The panel will consist of three; two members of Management and a staff representative. A convener of the panel will be nominated.

The panel will:

- Approve the job description and select criteria for the position.
- Determine the method and placement of advertising and place the advertisement including notification of the Working with Children Check.
- Ask applicants to consent to screening.
- Short-list the applicants.
- Arrange interview questions, date and time.
- Contact the applicants for interview.
- Conduct the interviews.
- Arrange for the Working with Children Check on the preferred applicant.
- Ensure that approval for selected staff person has been approved under Working with Children Check.
- Make a decision on a suitable applicant, which is put before the Management for final approval.
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.
- Set date for the commencement of employment and orientation of the new person.
- Prepare letter of employment and contract.

Advertisements

Advertisements will be placed online.

Advertisements are to include:

- Job title.
- Specific employment information, including hours of work and Award rate.
- Include that Working with Children Check required.
- Applications in writing should include: contact telephone numbers; resume; minimum of (2) referees; at least one a work reference; and full contact details.
- A signed consent to screening.
- Closing date and email address for applications.
- Contact name and number where the applicant can obtain more information.

Interview

The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.

The panel shall draw up a list of essential requirements for each answer.

No longer than 5 days after the closing date the panel will meet to discuss the applications, develop a short list and decide on the interview date and times.



An appropriate time frame (approximately 30 minutes) will be allocated to each interview, with a short break between, for discussion.

A nominated person on the selection panel will contact the applicants to determine the time and date of interview.

Each applicant will be given a copy of the job description and relevant child protection forms before the interview.

Each applicant will be asked the same questions with their answers recorded.

The panel can use a rating scale to evaluate each applicant's answers.

The Committee are to discuss each applicant and their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria drawn up by the panel.

If the committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.

The committee will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm applicant's suitability.

Should the applicant decline the position, the committee will either make a second choice from the other applicants or if none are seen as suitable re-advertise the position.

Notification

Applicants will be given an approximate time that they will be contacted regarding their success for the position.

A person on the selection panel will notify the successful applicant and negotiate a starting date. Preferably offers of employment will not be made until the screening check has been completed. If this is not reasonably practical, the employment is to be offered subject to the check being completed. Applicants are to be notified of this condition.

A letter of confirmation will be sent to successful applicant requesting acceptance in writing.

After the appointment has been made and accepted the other applicants will be notified that the position has been filled.

Equal Employment Opportunities

All staff positions will be advertised according to Equal Opportunity Legislation.

No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.

All applicants and referees will be asked the same questions.

All applicants will be selected according to equal opportunity guidelines.

Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as: qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in



being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

Review

The policy will be readily accessible to all staff, families and visitors, and ongoing feedback on this policy will be invited. Management and staff will monitor and review the effectiveness of this policy regularly. Updated information will be incorporated as needed.