



RECRUITMENT PROCEDURE

When a vacancy arises within Ferryfield Playgroup the following Procedures will be followed:

- The Committee and Manager will meet to discuss the vacancy and select a sub-committee to carry out the procedure.
- The sub-committee and Manager will form the interview panel.
- The sub-committee will draw up a timetable for the process.
- A closing date will be set and suitable date and venue for carrying out interviews decided.
- A job description for the position will be prepared.
- Application packs will be prepared ready for sending out to applicants.
- The position will be advertised appropriately and to as wide a range of potential applicants as possible.
- The post may be offered as a promotion to a current member of staff before advertising if the Committee believe this to be in the best interest of the group.

All Candidates

- Applications will be discussed by the sub-committee and suitable applicants will be invited to spend some time in Playgroup and to attend an interview.
- Suitable questions and a scoring system will be agreed beforehand and will focus on evidencing the attributes required for the post.
- All applicants will be asked to bring along a passport or visa to show that they are eligible to work in Scotland.
- The sub-committee will select the most suitable candidate and advise all applicants of the outcome.
- Feedback meetings will be arranged if requested.

The Successful Candidate

- The successful candidate will be asked to attend a PVG Disclosure verification meeting with the Manager and the relevant forms will be sent to CRBS for processing.
- The successful candidate will be required to complete a medical self-declaration form. The contents of which will remain confidential to the candidate and the Manager.
- Two references will be taken up; the outcome will be recorded and included with applicant's information.
- On receipt of an acceptable PVG the new employee, if appropriate, will be registered with the Scottish Social Services Council.
- Induction will be carried out over the first month of employment.
- All documents relating to unsuccessful candidates will be kept for 3 months after the appointment and then destroyed.
- All appointments will be reviewed after 3 months.

- **If no suitable candidate emerges, the position will be re-advertised.**

Adopted by the Committee

Date

February 2016