

Employment Policy

This policy describes the measures we would take when employing new staff.

When employing new staff:-

The post must be advertised- notice board, local vicinity. Details of the job, salary, and how to apply and a closing date for applications. We will also post vacancies on our Webpage and Facebook page.

Interviews- the candidates should be interviewed at a convenient time by:-

The Pre-school leader

The committee chairperson

One other member of the committee.

The job should be given to the person most suitable for the post after reference and DBS checks and any references checked.

Induction should be given to new members of staff - including any training, copies of Preschool policies, job description and employment contract.