

## Recruitment Policy



The recruitment policy at Little Elms details the process and procedures we follow to attract and recruit new employees.

### Scope

This policy applies to all individuals at Little Elms who are responsible for or participating in the recruitment of employees.

### Stage 1: Identifying Recruitment Need

The Nursery Manager is responsible for identifying the following:

- What roles they need to recruit
- What qualification levels they require, if any
- Hours of work and pattern
- Any specific requirements (for example 1:1 experience within a SEN capacity)

Staffing Reviews are undertaken quarterly for each nursery and will identify whether the nursery has the available staff to meet the predicted number of children attending. The Nursery Manager will continuously assess their staffing arrangements and communicate any recruitment needs identified to the Early Years Recruiter.

When assessing recruitment needs, it may not always be necessary to replace/recruit on a like for like basis. The Nursery Manager must consider the following when identifying their recruitment needs:

- Changes in occupancy levels
- Room Movements
- Changes in existing employee's working hours/pattern
- Staff leavers
- Qualification Requirements

### *Flexibility in Working Hours*

Little Elms aim to offer as much flexibility to candidates and employees working hours as possible, whilst ensuring this flexibility continues to meet the needs of the nursery.

Our hiring Managers consider whether any working hours requirements of candidates are feasible in meeting the needs of the nursery. For example, if hiring for a 40 Hour Level 3 Position, and a candidate who can work 3 full days becomes available, the hiring manager will consider whether it is possible to then advertise and recruit for a second part time candidate to make up one 40 Hour person.

### Stage 2: Advertising & Selection

The Early Years Recruiter is responsible for advertising all roles as instructed by the Nursery Manager or Senior Management. Advertising platforms will be agreed with Senior Management in line with Little Elms Recruitment Strategy.

The Early Years Recruiter is responsible for the following:

- Receiving all applications from candidates
- Rejecting unsuitable candidates
- Pre-screening candidates who meet the criteria, by holding an initial telephone call and completing the Pre-Screening Recruitment Form
- Reject unsuitable candidates following Pre-screening
- Arranging interview with Nursery Manager for successful candidates
- Provide the Nursery Manager with each candidates cv/application form and Pre-Screening Recruitment Form ahead of the interview.

### Stage 3: Interviewing and Conditional Offer

The Nursery Management team is responsible for interviewing and making decisions regarding offers.

It is important interviews are carried out fairly and in line with this policy to ensure we select the right candidate for the job. Little Elms aims for our interview process to be as relaxed as possible as we believe this type of atmosphere will support us to get the most out of candidates and truly get a taste for who an individual is, and what they can bring to our business and the service we provide.

The interview stage is a two-way process and whilst it is crucial that Little Elms selects the right candidate for the job and uses the interview stage to establish this, it is also equally important for us to showcase our business in the best possible way to attract candidates.

All individuals participating in the recruitment process are expected to be aware of and enhance candidate's experience of Little Elms. Word of mouth recommendations is one of the best ways to advertise our brand. Little Elms strive for every candidate to receive a positive experience of our company, even if they are unsuccessful in securing employment with us.

#### *Timings*

Little Elms has a flexible approach to interview times/dates, and we always aim to meet the needs of candidates who are applying. We understand that candidates may be working, and not able to take time off of work to attend an interview.

We will arrange interviews as quickly as possible following success of Stage 2 and will work with candidates to arrange the best time. This may include Little Elms offering to interview candidates in the evening or during the weekend.

#### *Interview Process*

Little Elms has selected questions which are relevant to the role candidates are applying to perform. They are bespoke to the level of experience, qualification and skill set required for each role we employ.

Interviews should be conducted by two members of the management team, wherever possible (usually the Nursery Manager and the Deputy Manager).

Where there is more than one person applying for the same job, each candidate should be scored separately by each interviewer from 1-5 on the candidates' response to each question:

1	:	Poor
2	:	Could have been better
3	:	Average
4	:	Good
5	:	Excellent

#### *Selection*

Little Elms has a duty to ensure our selection process is non-discriminatory. Little Elms is an inclusive employer and will select candidates based on their knowledge, skills and experience, regardless of any protected characteristics.

Little Elms will ask for information to be provided during the recruitment process, in order to ensure we comply with requirement as set out in the Statutory Framework for the EYFS, including:

- We will ask all candidates to disclose any criminal convictions, cautions, warnings or reprimands that may show on an Enhanced DBS Check. This includes all spent convictions.

- Individuals aged 16 cannot be included in child to adult ratios and therefore, Little Elms will ask for the candidates date of birth and take this into consideration when making recruitment decisions.
- Little Elms has a duty to ensure that health conditions and/or medication is unlikely to impair an individuals ability to look after children properly. We will therefore ask for health conditions and medication to be disclosed, so the appropriate risk assessments can be undertaken and any reasonable adjustments can be put in place.
- Little Elms is required to ensure that all individuals responsible for children have sufficient understanding and use of English, to ensure the well-being of the children in their care. We will therefore assess each candidates use and understanding of English during the recruitment process.

#### *Conditional Offer*

Once a candidate has been selected, they will be offered a conditional offer of employment subject to the satisfactory return of all safer recruitment checks. This should be confirmed to the candidate in writing by sending them a 'Conditional Offer of Employment' Letter.

#### *Feedback to Unsuccessful Candidates*

Feedback should be given to all candidates who have attended an interview, including those who have been unsuccessful in being offered employment with Little Elms. Feedback should be provided by the individual(s) who conducted the interview.

Internal applicants who have been unsuccessful will always be given feedback in person/over the phone. External candidates who have been unsuccessful will be given feedback either by phone or email.

Feedback provided will be fair and help the candidate to understand why they have not been successful and what they could improve upon to secure a future role with Little Elms or another employer.

#### **Stage 4: Safer Recruitment**

Please refer to the Safer Recruitment Policy.

#### **Candidate Knowledge, Skills & Experience**

We expect qualified Level 2 + candidates to be competent in the delivery of high quality childcare and education based on their undertaking and successful completion of a professional qualification; however we recognise that 'everybody needs to start somewhere' and not all candidates who apply for positions will have lots of experience and/or may have knowledge gaps. Little Elms welcomes those who have the right 'can do' attitude and when hiring, we will consider what training / coaching opportunities we can offer to candidates to give them more experience and enhance their skills which will facilitate a job offer being made.

This is particularly relevant when we hire for unqualified and apprentice practitioners. Most candidates are unlikely to have experience, or be able to competently and confidently answer questions which are industry specific (for example about the EYFS, Statutory Framework, Child Protection). This is knowledge that will be given to those individuals when they join us through their induction, coaching, mentoring and training.

#### *Associated Documents:*

- ***Application Form (Internal and External)***
- ***Stage 2 Screening Form***
- ***Interview Questions (Various)***
- ***Safer Recruitment Policy***