**Staff Recruitment & Selection Process Policy**

**RATIONALE**

To ensure staff employed meets all the qualifications and person specifications required to work in Mount Florida Nursery Class.

**AIMS**

1. To employ staff of the highest quality.

2. To employ staff willing to work as a team in developing Early Years education.

**OBJECTIVES**

1. To advertise in the appropriate media.

2. To interview potential staff who meet the criteria.

3. To appoint staff as quickly as possible following a vacancy.

**SPECIFIC GUIDELINES**

1. The process of staff recruitment and selection is carried out in accordance with the procedures for recruitment with Glasgow City Council.

2. Details of these procedures can be found in Management Circular 16 of the Council policies.

3. Posts are advertised through GCC websites and in the national press.

4. Candidates may ask to visit the establishment.

5. The successful candidate is notified and unsuccessful candidates are offered opportunity for feedback.

6. The successful candidate is then taken through an induction process within the Nursery and is given support by the Management Team.

7. Candidates can apply through the PRD process to access courses which will enable them to perform effectively.

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| Policy Updated: | February 2021 |
| Policy to be reviewed: | February 2024 |