



Approved by board on: 17th August 2023
Scheduled review date: 17th August 2025

Introduction

Consistent and committed educators support good quality standards and continuity of education and care for children. Effective, transparent and equitable recruitment processes ensure the service attracts and retains educators who can best meet the needs of children and families, educators who have a shared vision for our values and mission.

Purpose

To ensure that Forbes Preschool maintains high quality, trained team of professionals.

Policy

EMPLOYMENT OF STAFF

When a staff position becomes vacant or a new position arises, the position is to be advertised to a wide audience, online and using local avenues. Other ways the preschool can ensure all prospective applicants can access the advertisement may be through the internet, Facebook, Instagram, Universities, TAFE and employment agencies.

SELECTION PROCESS

Selection interviews will be made according to the essential and desirable criteria as advertised.

Applicants will be advised by phone and a follow up letter confirming the date and time of the interview.

Selection will be made according to the applicants;

- Required qualifications
- Experience
- Essential and desirable criteria if applicable
- Information provided by referees/references
- Information provided by the applicant at the time of the interview

Successful applicants will be placed on a three-month probation period and their performance will be assessed by the Director. The Directors performance will be assessed by the Management committee.

ORIENTATION OF NEW STAFF

Staff Employment

An information pack is given to all staff containing:

- Staff Handbook
- Staff personal details form
- Confidentiality agreement
- Employee Record Form
- Working With Children Check Application, Declaration & Consent
- ATO Tax File Declaration Form
- Code of Conduct

Upon commencement all new staff (paid and unpaid) will undertake a working with children check; will sign a job description and a confidentiality agreement. New staff members will also be familiarised with the staff handbook, policy book, Children's Services regulations, relevant work health and safety procedures and have a tour of the preschool.

STAFF TRAINING

All staff will be supported by the Nominated Supervisor and Approved Provider to attend ongoing professional development through in services and staff development courses.

See Professional Development Policy

SEPARATION PRACTICES

Staff members are required to give the preschool a minimum of two weeks written notice when resigning from the preschool.

Records to be kept

In accordance to the Education and Care Services National Regulations 2011

- The Approved provider of the Preschool must ensure that the following records are made and to be kept up to date in relation to each staff member:
 - (a) A copy of any relevant qualification
 - (b) A copy of any first aid qualifications held
 - (c) Any other particulars that the Director - General requires, by notice in writing served on the licensee, to be kept in relation to the member.

Staff Employment

- Records are maintained using Kinder m8, including attendance of each staff member, casual employee or contractor of the service, arrival and departure times and include details of all absences. Other information kept may include immunisation status and a record of training.

Related Documents

Code of Ethics
Code of Conduct
Philosophy
Staff bonus policy