

Probation Period & New Staff

Equal Opportunities to be considered throughout the application procedure.

1. Job advert placed on Job Centre website.
2. C.Vs requested by post or email to identify candidates with correct qualifications and experience dependant on the job advertised.
3. Application form to be filled in including full employment history and referees (application forms can be found on the computer go to Eversley then click office and then click employment folder).
4. Interview process to establish candidate's knowledge of childcare matters in conjunction with the job role, and if they meet the suitable people welfare requirements. Sight of original qualification Certificates to be at this stage and proof of identity.
5. References to be followed up after interview stage and prior to appointment.
6. DBS Enhanced disclosure obtained.
(Anybody who does not have an enhanced DBS check will never be left unsupervised with the children).
7. After passing all stages of recruitment process the candidate will be employed on a 3 month probationary period.
8. Every member of staff will have their own staff file, which will store application forms, proof of identity, qualification certificates, references and the CRB check number and any other relevant information.
9. After the probationary period judgement will be made on the candidates overall suitability and then a contract offered.
10. 6 Monthly supervisions and yearly appraisals will be operated to discuss progress and staff members development.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**