



## **Recruitment Policy**

### **Policy Statement**

Grace Park Montessori is a small early years' service and the occasion for recruitment is infrequent. However, should recruitment become necessary, the service is committed to ensuring that its procedures are fair and transparent and comply with relevant employment legislation.

### **Principle**

This policy is underwritten by the *Child Care Act 1991 (Early Years Services) Regulations, 2016*.

### **Rationale**

Grace Park Montessori is a small private service with only just one additional staff member. Thus, opportunities for recruitment are rare. However, should recruitment become necessary, it is committed to ensuring that procedures are fair, open and transparent.

### **Standard Procedures**

#### Advertising

Where a position becomes available, it will be advertised publicly. The advertisement for recruitment will include the name of the pre-school, a brief description of the position available, the location of work, the qualifications and experience required plus details on how to apply.

#### Job Description

A job description will be prepared before a position is advertised and will be made available to applicants. It will include the title of the position, the key areas of work plus the duties and responsibilities of the position. An outline of the experience and other attributes necessary for the position will be included.

#### Interviews

If a sufficient number of applicants apply, short listing will be conducted by the Directress

following selected candidates will be contacted and interviewed by the Directress of Grace Park Montessori. Candidates will be given notice of the interview time and location. Candidates will be asked similar questions at interview and interviews will be conducted fairly. At the end of an interview the candidate will be invited to ask questions or to give any additional information.

Selection Process

The position will be offered to the person who, in the opinion of the Directress, would be most suited to the needs of the service after references have been checked and Garda vetting has been conducted and returned to Grace Park Montessori.

A reference is always sought from the current or most recent employer. Referees are contacted verbally by telephone and this is followed up with a written reference.

*Jozefa Chrobak*

**Directress**

<b>Reviewed on:</b>	<b>14 January 2023</b>
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