

## BEECHWORTH COMMUNITY CHILDCARE CENTRE



### STAFF RECRUITMENT

**Associated Policies:** Staff Grievance and Disciplinary Policy  
Condition of Employment  
Staff Orientation  
Confidentiality/Privacy & Record Management

**Original:** 4/3/2006  
**Reviewed:** 2012,  
11/6/2014

**Revised:**  
**Next Review Due:**  
June 2017

**Legislation:** Education and Care Services National Law  
Education and Care Services National Regulations  
(126, 145, 146, 147, 181)  
Equal Employment Opportunity Act & Guidelines

National Quality Standards -7.1 - Effective leadership promotes a positive organisational culture and builds a professional learning community.

**Location/Ownership:** POLICY MANUAL - STAFFING

### **POLICY STATEMENT:**

The professional skills and personal qualities of childcare staff are of critical importance to the provision of high quality childcare. The rights of the staff/potential staff member and the needs of the Centre are taken into consideration in the employment decisions of all staff.

### **CONSIDERATIONS:**

Philosophy -

The BCCCC is committed to:

- The employment of staff with an appropriate level of skill, experience and/or qualifications
- The adherence to the Equal Employment Opportunities Guidelines. All staff appointments will be based on merit.
- Employment of staff as per the Education and Care Services National Law and the Education and Care Services National Regulations 2011.

### **PROCEDURE:**

#### **1. Advertising Positions and Applications**

- The Coordinator must seek agreement from the Management Committee to commence a process to recruit for each permanent position;
- All permanent positions must have a Position Description, with associated terms and conditions;
- Subject to agreement with the Management Committee, permanent positions will be advertised internally in the first instance. If required, external advertising will occur through the usual sources including, networks, websites, local employment services, and newspapers;

- Job descriptions will be made available to prospective applicants upon request;
- Applicants will be required to submit evidence documents with the written application, including:
  - current Working with Children Check
  - qualifications and training certificates
  - list of current immunisations against infectious diseases. These documents will be kept confidential as per the Confidentiality/Privacy & Record Management policy.

## **2. Interview Process**

- The Committee of Management will nominate a member from the Committee of Management to be the convenor of the interview panel.
- The Convenor will be responsible for:
  - coordinating the appointment process, including appointing the interview panel
  - checking references
  - documenting the appointment decisions and process.
- The interview panel will consist of
  - the Convenor and / or President
  - Coordinator or his/her representative
  - An educator (as appointed by the Convenor)
  - External person with appropriate childcare centre experience for Coordinator role.
- Interview panels should have a minimum of three and a maximum of four members.
- Selection of applicants for interview will be the responsibility of the Convenor and at least one panel member (where possible, all panel members should be involved).

## **3. Referee Checking - post interviews**

- The Convenor must contact at least two referees for applicants considered to meet the selection criteria;
- A current or most recent employer will be sought as a referee;
- Referees will be asked to comment on the applicant in relation to the selection criteria - see Appendix 1 for sample referee questions;
- Referee comments are to be documented;
- The decision to appoint will be made by the interview panel based on merit. The information considered will be the written application, the interview and referee reports.

## **4. Advising of Outcome**

- All applicants will be advised of the outcome of their application;
- Applicants who are not successful in obtaining an interview will be sent a written letter;
- All interviewees will be contacted by phone and advised of the decision. Feedback will be provided to unsuccessful candidates where requested.

## **5. Other**

- All staff will be employed under the terms of the Beechworth Community Childcare Centre Employment Agreement the Professional Childcare Standard 2012: A Workplace

Agreement for Staff in Victorian Early Childhood Education and Care. Initial employment will be for a trial period of three months with permanent employment being subject to a satisfactory review by the Coordinator of work performance at the end of that period. The employee will be notified in writing of the outcome of the three-month review.

- Applicants will be treated with respect throughout the recruitment process including:
  - Being provided with sufficient information including a Position Description, to make an informed choice of their suitability for the role;
  - Having their personal documentation held in confidence; and
  - Having access to feedback.

## **6. Casual Employment**

- Beechworth Community Child Care Centre utilises casual employment where work is to be performed on an ad hoc basis over an undefined period of time.
- These individuals are recruited from a pool of relief staff or a professional employment agency.
- Casual staff members are paid by the hour, receive a loading and can be engaged on a full-time or part-time basis.

## **7. References**

Australian Children's Education and Care Quality Authority (Australian Children's Education and Care Quality Authority): [www.acecqa.gov.au](http://www.acecqa.gov.au)

Department of Education and Early Childhood Development and Victorian Curriculum and Assessment Authority: Victorian Early years Learning and Development Framework

Professional Childcare Standard 2012: A Workplace Agreement for Staff in Victorian Early Childhood Education and Care.

Dawson Street Child Care Centre policy on Staff Recruitment at [http://www.dawsonstreetcc.org.au/policies/Staff\\_Recruitment\\_Policy\\_2012.pdf](http://www.dawsonstreetcc.org.au/policies/Staff_Recruitment_Policy_2012.pdf) (accessed 10 /6/14)

## Appendix 1 – Sample Referee Check Questions

Service name:

Name of applicant:

Position applied for:

Name of person completing referee check:

Date:

Name of referee:

1. Can you describe how long and in what capacity you have known the applicant?  
(Use this to confirm employment status, dates and role of applicant)
2. What skills and knowledge do you think the applicant has that will equip them to do this role?
3. Can you describe the applicant's ability to (insert key duties of role applied for, e.g. plan for, document and assess children's learning or provide leadership and support to a team of educators)
4. Can you give an example of when you have seen the applicant (insert key skills required in role applied for, e.g. communicate with a family about a sensitive matter, or work in a culturally competent way to include a child from a culturally and linguistically diverse background)
5. What do you see as the applicant's key strengths?
6. Can you outline how the applicant functioned as a member of the work team? (prompt for the following if the referee does not comment on reliability, punctuality, communication with other team members, flexibility and any other requirements relevant to workplace)
7. What do you see as the applicant's key areas for growth?
8. Is there any aspect of this role that you would think they need professional support or training in?
9. Would you employ them again or like to work with them again?
10. Any other comments?