

C-1 Staff Recruitment and Selection

National Quality Standards (NQS)

4.1.1	The organisation of educators across the service supports children's learning and development.
4.1.2	Every effort is made for children to experience continuity of educators at the service.
4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
4.2.2	Professional standards guide practice, interactions and relationships.
7.1	Governance supports the operation of a quality service.
7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
7.2.2	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Reg. 120	Educators who are under 18 to be supervised
Reg. 136	First aid qualifications
Reg. 168	Education and care service must have policies and procedures
Reg. 260	Educator to child ratio—children over preschool age—centre-based services
Reg. 261	General qualifications for educators—children over preschool age—centre-based services

Policy Statement

We believe that staff are the most valuable asset to the quality of the service and that high-quality staff are imperative to the smooth running of the service. We aim to employ the best possible staff for the position through fair advertising and selection processes.

Related Policies

- Child Protection Policy
- Communication
- Conditions of Employment Policy
- Disciplinary Action Policy
- Grievance Procedures Policy
- Interactions with Children Policy
- Maintenance of Records Policy
- Privacy and Confidentiality Policy

- Professional Development Policy
- Role of Management Committee Policy
- Staff Child Ratios Policy
- Staff Orientation and Induction Policy
- Staff Professionalism and Code of Conduct Policy

Procedure

Qualifications

Director:

- Desirable, minimum 2 years' experience in a relevant field and/or qualification in a relevant field and demonstrated ability to work with children and staff
- Holds a current Working with Children Check (WWCC) number
- Holds a current First Aid Certificate or willing to obtain
- Holds Child Protection Certificate or willing to obtain
- Holds Asthma and Anaphylaxis Certificate or willing to obtain
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children
- Has an interest and desire to work with children
- Has an ability to supervise and support staff

Permanent and Casual Positions:

- Relevant training as above and/or experience to successfully fulfil the position (for permanent positions only)
- Holds a current WWCC number
- Hold a current First Aid Certificate or willing to obtain
- Holds Child Protection Certificate or willing to obtain
- Holds Asthma and Anaphylaxis Certificate or willing to obtain
- A person of good character, who can be entrusted with providing adequate care for the welfare of the children
- Has an interest and desire to work with children
- Has an ability to communicate with adults and children

Recruitment for permanent positions

Selection panel

When a position becomes available the Management Committee will appoint a selection panel to conduct the selection process.

The panel will consist of three (if possible): two members of the Management Committee and the Director. A convenor of the panel will be nominated.

Where the position is for the outgoing Director, a staff representative will be placed on the panel.

The panel will:

- Approve the job description and select criteria for the position

- Determine the method and placement of advertising and place the advertisement including notification of the WWCC
- Ask applicants to consent to screening
- Short list the applicants
- Arrange interview questions, date and time
- Contact the applicant for interview
- Conduct the interviews
- Arrange for the WWCC on the preferred applicant
- Ensure that approval for selected staff person has been cleared under their WWCC
- Make a decision on a suitable applicant, which is put before the Management Committee for final approval
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted
- Set a date for the commencement of employment and orientation of the new person
- Prepare letter of employment and contract

Recruitment for casual positions

When a position becomes available the Director will be responsible for finding and recruiting candidates for casual positions at the service.

The candidate's resume will be checked to ensure they meet all hiring criteria. Any referees listed will be contacted to ensure the information on the resume is true and accurate.

A candidate will be given no less than 5 days' notice of an interview.

An interview will be conducted with a candidate outside of the hours of operation of the service.

Upon successful interview the candidate will be asked to complete a paid trial shift at the Centre. Prior to this trial, the Director will ensure that a proper induction has been completed and the candidate has received and signed all relevant paperwork (see Staff Orientation and Induction Policy).

Upon completion of the trial shift, the Director will conduct a review with the candidate and go over any concerns or questions.

Advertisements

Advertisements will be placed through online avenues, e.g. Seek.com.au. Jobs will also be advertised internally, where appropriate.

Advertisements are to include:

- Job title
- Specific employment information, including hours of work and award rate
- WWCC required
- Applications in writing should include:
 - Contact telephone numbers
 - Resume
 - Minimum of 2 referees at least one a work reference and full contact details
- Contact name and number where the applicant can obtain more information

- Closing Date and email address for applications
- Interview

The selection panel will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question. The panel will draw up a list of essential requirements for each answer.

No longer than 5 days after the closing date, the panel will meet to discuss the applications, develop a short list and decide on the interview date and times. An appropriate time frame (approximately 30 minutes) will be allocated to each interview, with a short break between for discussion.

A nominated person on the selection panel will contact the applicants to determine the time and date of interview.

Each applicant will be given a copy of the job description and relevant child protection forms before the interview.

Each applicant will be asked the same questions with their answers recorded. The panel can use a rating scale to evaluate each applicant's answers.

The Committee are to discuss each applicant and their suitability for the position based on their answers, qualification and experience, comments from referees and the selection criteria drawn up by the panel.

Should the Committee have difficulty in deciding between two applicants, a second interview for these applicants will be conducted with new questions.

The Committee will then make a decision on the applicant for the job according to the selection criteria. The preferred applicant's referees will be contacted to confirm the applicant's suitability and checked with the Approved Screening Agency before offering the applicant the position.

Should the applicant decline the position, the Committee will either make a second choice from the other applicants or, if none are seen as suitable, re-advertise the position.

Notification

Applicants will be given an approximate time that they will be contacted regarding their success for the position.

A person on the selection panel will notify the successful applicant and negotiate a starting date.

Preferably, the offer of employment will not be made until the WWCC has been completed and referees contacted. If this is not reasonably practical, the employment is to be offered subject to the check being completed. Applicants are to be notified of this condition.

A letter/email of confirmation will be sent to the successful applicant requesting acceptance in writing.

After the appointment has been made and accepted the other applicants will be notified that the position has been filled.

Equal Employment Opportunities

All staff positions will be advertised according to Equal Opportunity Legislation. No one will be discriminated against on the basis of his or her cultural background, religion, gender, disability, marital status or income.

All applicants and referees will be asked the same questions.

All applicants will be selected according to Equal Opportunity Guidelines.

Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet the children's needs, good communication skills, demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

Sources

- Children Services Award 2010
- Education and Care Services National Regulations 2011
- Fair Work Act 2009
- National Employment Standards (NES)
- National Quality Standard – Australian Children’s Education and Care Quality Authority
- Privacy Act 1988
- Working with Children Check NSW

Date Endorsed: 3/8/2022

Date of Review: 3/8/2024

Version Control			
Version	Changes Made	Initiated By	Director Sign-off
v.2.202208	- Updated NQS - Updated National Regulations - Updated Related Policies	Staff	
v.2.201906	- Updated links to NQS, National Regulations - Qualifications adjusted to reflect Director position and casual and permanent positions - Removed reference to ads being placed in local papers and adjusted to online avenues	Staff Staff Staff	