

# The Kinder Garden



## Recruitment of Educators and other Staff Members Policy

### Aim

The Kinder Garden aim is to:

- comply with requirements of State and Federal Governments;
- provide equal opportunities to all persons seeking employment; and
- ensure uniformity in selection procedures.

### Legislative Requirements

Equal Opportunity Act  
NSW Anti Discrimination Act 1977  
Commission for Children & Young People Act 1998  
Child Protection (Prohibited Employment) Act 1998  
Privacy Act 1998 and Amendment 2000  
Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
NSW Department of Education & Communities  
Workplace Relations Act 1996 (Cth.).

### Who is affected by this policy?

Educators  
Staff  
Management

### Implementation

When it becomes necessary for the recruitment of Educators and other Staff members, the Approved Provider/Nominated Supervisor will determine the selection criteria for each position. The position will be advertised in a well-known or widely circulated publication or website (eg Seek, CareerOne, national/local newspapers and/or websites) or may engage the service of an employment agency to advertise the position.

Equal opportunity will be given to all applicants.

Any requirements for Educators and other Staff under the National Regulations and National Quality Standards will be met by the Approved Provider/Nominated Supervisor.

Applicants will be asked to provide a resume prior to interview.

The Approved Provider/ Nominated Supervisor will determine who will be selected for an interview based on information gained from the resume, responses to the selection criteria, and any necessary experience, skills, training, etc. for the relevant position.

Applicants will be notified by telephone or email of the interview time and place.

The Approved Provider/Nominated Supervisor of the Education and Care Service will conduct the interviews.

The same question format will be asked for all applicants.

Applicants will be informed of wages, superannuation, leave entitlements, and job description etc. for the relevant position.

Applicant responses will be noted.

Applicants will be given the opportunity to ask questions.

The Approved Provider/Nominated Supervisor will discuss and determine who the successful applicant is.

Referees will be contacted to confirm applicant's details and past work performance.

The successful applicant will be notified by phone or email of their recruitment.

A letter confirming applicant's success, job description, employment details, superannuation membership form and Working with Children Check requirements will be forwarded to the applicant.

Employment will be subject to the approval of the Working with Children Check.

A probation period will be subject to the relevant award for the position.

Unsuccessful applicants will be notified either in writing/by telephone or email.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Children's and Young Persons (Care and Protection) Act 1998

Educational Services (Teachers) Award 2010

Children's Services Award 2010

National Employment Standards

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Guide to National Quality Standards 2011

Australian Children's Education & Care Quality Authority

NSW Department of Education

Fair Work online [www.fairwork.gov.au](http://www.fairwork.gov.au) Retrieved: 2<sup>nd</sup> November 2016

Privacy and Personal information Protection Act 1998

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** November 2016

**Date for next review:** November 2017