

RECRUITMENT OF EDUCATORS AND OTHER STAFF POLICY



Purpose

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.

Responsibilities for the Approved Provider and Nominated Supervisor

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.

Related Statutory Obligations & Considerations

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.).

Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800-619-113

Amendment History

Version	Amendment	Short Description
1.4.2018	No change	No change

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: 12th April 2018
Version: 1.4.2018
Last Amended By: Heather Sheridan
Next Review: April 2019
Position: Nominated Supervisor
