

November 2009

The Meadows Montessori Primary School Procedure for Staff Recruitment

This procedure has been developed to ensure that paper trails are not forgotten or lost in respect of staff security checks.

On offering any person a position within The Meadows Montessori Primary School, a staff check list form will be started. Should employment not be offered this will be shredded and destroyed. If employment is offered and accepted it will be kept in a file within a labelled file in a locked filing cabinet.

The person's name is to be entered on the top and all relevant lines filled in with ticks and dates on the checklist.

The procedure for staff recruitment will be carried out by Sam Sims - Head Teacher - and Mrs V. Basu - Parent. This is to ensure that clear conduct and correct procedure has been used at all times and provides 2 people to check all documents and to ensure nothing has been omitted.

The checklist covers the following areas;

- After job offer and confirmation received, send out new CRB forms, , health form and staff registration form.
- All above forms returned to school.
- If no CRB form, arrange immediately with agency to have this completed - NOTE no employee may start work with us until this is in place.
- Give copy of contract, highlighting that the '3 months probationary' period. Explain that a new contract will be given after the 3 months.

- On the first day of employment:-
- Staff member to be welcomed.
- Give tour of school showing fire exits, fire equipment, evacuation procedure and location of first aid boxes- either done by class teacher or head teacher.
- Show where the policy file is kept and request that they are read- give a target form at this time.
- After three weeks an in depth meeting will be given to go through all aspects of work - this is carried out with the Head Teacher.

- After three months there will be a meeting with staff member and manager to sign contract.

To be Reviewed in April 2010