

Grays Point Activity Centre Inc

Staff Selection.

POLICY STATEMENT.

We believe that educators are the most valuable asset to the quality of the centre and that high quality educators are imperative to the smooth running of the centre. We aim to employ the best possible educators for the position through fair advertising and selection processes. As currently outlined in the requirements of Education and Care Services National Law and National Regulations a Co-ordinator/Nominated supervisor of an education and care service which primarily cares for children over preschool age does not need to have approved qualifications or a minimum of three years experience.

CONSIDERATIONS.

Education and Care Services National Law section 108

Education and Care Services National Regulations 47, 168 (2) (i)

Equal Opportunities Act.

Anti Discrimination Laws.

Prohibited Employment Legislation (Working With Children Check)

PROCEDURE.

Co-ordinator/Nominated Supervisor.

Must pass Working with Children Check prior to engagement.

Must be 18 years or older and be a fit and proper person

Have adequate knowledge and understanding of the provision of education and care to children and have the ability to effectively supervise and manage an education and care service

Desirable is a minimum 3 years experience in a relevant field and demonstrated ability to work with children, families and staff.

Holds or willingness to apply for supervisor certificate to the Regulatory Authority.

Consents to be the Nominated Supervisor of Grays Point Activity Centre.

Holds a current first aid certificate and has completed approved training in Asthma and Anaphylaxis (mandatory Jan 2013), has completed approved training in Child Protection and has demonstrated ability in managing a child care and education service.

Desirable qualifications are:

- At least 3 years experience working as an educator in an education and care service, or a children's service, or a school, or in a service regulated under a former education and care services law; or
- An approved diploma level education and care qualification; or
- An approved early childhood teaching qualification

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Assistant.

Relevant training as above in Out of School Hours Care and/or relevant experience to successfully fulfill the position.

Holds a current first aid certificate or is willing to undergo training to obtain this.

Has completed Safe Food Handling training 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.

The assistant shall be a minimum of 18 years.

Determining the responsible person present

The approved provider (Management Committee) will seek written consent of the Co-ordinator before he/she will be appointed the nominated supervisor of the service.

The nominated supervisor is required to hold a supervisor certificate.

The nominated supervisor is responsible for displaying the staff roster in the service outlining the responsible person present each shift.

The nominated supervisor can appoint another staff member who holds a supervisor certificate with their written permission to be the person in charge of the day to day running of the service in the absence of the nominated supervisor.

RECRUITMENT.

Selection panel.

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

The panel will consist of three; two members of Management Committee and the Co-ordinator for assistants. A convenor of the panel will be nominated.

Where the position is for the outgoing Co-ordinator 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 Working With Children Check.

- Ask applicants to consent to screening.

- Short-list the applicants.

- Arrange interview questions, date and time.

- Contact the applicants for interview.

- Conduct the interviews.

- Arrange for the Working with Children Check on the preferred applicant.

- Ensure that approval for selected staff person has been approved under WWCC.

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Make a decision on a suitable applicant, which is put before the Management for final approval.

Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.

Set date for the commencement of employment and orientation of the new person.

Prepare letter of employment and contract.

Advertisements.

Advertisements shall be placed at least in the local and regional papers. The Sydney Morning Herald will also be considered.

Advertisements are to include:

Job title.

Specific employment information, including hours of work and Award rate.

Include that Working With Children Check required.

Applications in writing should include

- contact telephone numbers
- resume
- minimum of (2) referees at least one a work reference, and full contact details.

A signed consent to screening.

Closing date and postal address for applications.

Contact name and number where the applicant can obtain more information.

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 shall 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.

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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 is to discuss each applicant and their suitability for the position based on their answers, qualifications 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 applicant's suitability and checked with the Approved Screening Agency before offering the applicant the position in a 'child related' field.

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 offers of employment will not be made until the screening check has been completed. 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 of confirmation will be sent to 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 educator 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, sex, 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.

DATE ENDORSED _____

DATE FOR REVIEW AND EVALUATION _____