

RECRUITMENT, SELECTION AND REDUNDANCY POLICY

PRINCIPLE

We wish to promote a fair recruitment, selection and redundancy procedure in line with our equal opportunities ethos which we promote in Primrose Hill.

STATEMENT OF INTENT

Primrose Hill believes that:

- All vacancies within Primrose Hill will be advertised in local facilities, newspaper, job centre or recruitment agency
- All applicants must complete a written application form or submit a CV
- Staff are entitled to be paid equally, and not to be discriminated against
- Part time employees will be treated no less favourably than full time members
- All staff must have a written contract of employment which needs to be signed prior to commencing employment

PROCEDURES

- The recruitment process will apply to permanent and temporary staff members, but not students
- Vacancies will be advertised by the above means
- There will be a minimum of two people in the short-listing panel – but not always at interviews
- A job description will be drafted for each position
- Staff will be shortlisted and if an applicant scores equally then second interviews will be arranged
- Interview questions will be appropriate to the job
- References will be taken up immediately
- Offers of employment will always be made subject to vetting and successful references



**Primrose Hill Daycare
& Nursery School**
FREEDOM TO FLOURISH

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- Access NI forms will be completed by the candidate and company. Once the company received the Access NI Certificate this will then be passed onto the Early Years Team with additional information required by the Trust
- Employment will only commence after receipt of vetting form and references
- All employment will be subject to a probationary period
- All staff will have annual staff appraisals, or at closer intervals if thought necessary
- All staff will receive induction training which the manager will go through the policies, procedures and staff handbook
- Selection for redundancy is detailed on each staff's contract of employment
- The nursery comply with legislation as follows:
 1. Employment relations (NI) Order 1999
 2. Human Rights Act 1998
 3. Northern Ireland Act 1998
 4. Fair Employment and Treatment (NI) Order 1998
 5. Race Relations (NI) Order 1997
 6. Disability Discrimination Act 1995
 7. Sex Discrimination (NI) Order 1976 – amended 1998
 8. Equal Play (NI) Act 1970 – amended 1984
 9. Data Protection Act 1998/ The General Data Protection Regulation 2016/679
 10. Freedom of Information Act 2000
- Management attend regular employment seminars at the Labour Relations Agency to ensure that they are kept up to date with current legislation regarding employment