

Recruitment Policy

Cairdeas is an Equal Opportunities Employer and is committed to recruiting the best person for the post. We will ensure fair and equal opportunities for all potential and existing employees. This relates to gender, marital status, family status, age, disability, race, sexual orientation, membership of the Travelling Community and religious belief. This policy takes into consideration the Child Care Act 1991 (Early Years Services) Regulations 2016, the Employment Equality Acts 1998-2105, Freedom of Information Act and Data Protection Act.

Recruitment Procedures

Job description and person specification

The job description will explain the role that is being advertised including the main duties and the person specification will describe the person we want to fill the job including required qualifications and characteristics. All candidates will be furnished with a copy of the job description and person specification in advance of the interview.

Advertisements (internally/externally)

Vacancies may be advertised internally initially and then externally usually through recruitment websites. The advertisement will include information on how the candidate should apply, whether through email or in writing and whether to include a current curriculum vitae.

Interview

An interview panel will comprise the manager and chairman or other suitable persons (where possible there will be representation of both sexes).

A list of question will be prepared to assess candidates based on competencies, skills and experience as specified in the job description and person specification.

A scoring sheet will be maintained with detailed notes from each interview to show how marks were allocated.

We will confirm with candidates that they are happy for us to contact the two references named in their application.

Records of shortlisting and the interview process will be maintained for 12 months.

Any candidate who wishes to have feedback on their interview is entitled to this feedback in a timely fashion.

Any candidate who feels that they may have been discriminated against can make a written complaint to the Manager/Board of Management.

Selection

Selection will be made based on: training/qualifications; experience; suitability to the role; communication skills; ability to work with children of different age groups (where applicable); ability to work as part of a team.

Garda Vetting

Vetting procedures must be carried out prior to any person being appointed or assigned or being allowed access to a child in Cairdeas.

The successful candidate will be asked to produce a driving license/passport and original qualification certificates. Copies will be kept on file.

Reference Checks

Two references are required for any prospective staff member. One must be the most recent employer (family members are not acceptable).

Record whether references are checked by phone or in writing and confirm the candidate's employment history, qualification, experience and fit with the setting.

Any offer of employment will only be made subject to the candidate's references being checked and garda clearance obtained (including vetting outside of Ireland).

Follow Up

All unsuccessful candidates who were called for interview will be contacted.

Recruitment records must be kept secure for at least one year.

Probation Period

All staff will be required to complete an initial 6 month probation period. If necessary, a second period of 6 months may apply.

All new staff will undergo an induction on their first day of employment (see attached procedure)