

7.11 RECRUITMENT POLICY & PROCEDURE

Lindfield Montessori School aims to consistently identify and select the individual with the most suitable knowledge, skills and experience for the position available on the basis of merit. Our recruitment and selection processes should be fair, honest and efficient. They will incorporate the following features.

- The Executive Members of the School Committee (i.e. President, Vice President, Secretary, Treasurer and one ordinary member) have responsibility for managing the non-teaching affairs of the school including staffing matters. They should appoint a recruitment committee and all action should be reported at the next Committee meeting.
- A Job Description should be prepared /revised when the vacancy arises. Any budgetary limitations should be clarified.
- All posts should be advertised internally and externally (simultaneously) e.g school website, recruitment websites, social media etc.
- The advertisement should state the closing date for applications, how to apply and how to obtain additional information. The advertisement should focus on positive elements of the position (to entice applicants). It should also restrict number of respondents by listing specific skills etc. required. The Committee will indicate on the Job Advertisement that applicants must have the right to work in Australia and have a current Working with Children Number.

LEGAL CONSIDERATIONS

It is unlawful to discriminate against another person or imply a preference with regard to gender, age, parental status, sexual orientation, religious belief, race, marital status, career status, political belief or physical features.

Interviews should involve a small group of interested and informed individuals. For example appointing a Director should involve: a) the President or Vice-President (usually Chair), b) Treasurer and/or Secretary, c) Nominated supervisor (as immediate boss and educational expert) d) other persons proposed by the School Committee in a panel interview. The same individuals should be involved in shortlisting applicants for interview.

INTERVIEWING PRINCIPLES

Promoting a standard approach to interviewing should ensure that the system of selection is fair and equitable to all applicants. It should also provide the panel with a consistent basis to compare applicants. Make sure:

- the venue is private, easy to find, free from interruption (e.g. phones), comfortable and with a seating arrangement that encourages a conversational tone to the interview;
- that someone welcomes the applicant, clarifies the job and any conditions of employment, explains the selection and interview process (e.g. how long the interview will be, when decision will be made, how it will be notified, when the successful applicant is expected to start), keeps the interview flowing, closes the interview and clarifies a rank order of the preferred applicants (after the interviews are completed);
- that the same questions are asked of all applicants. Check also that they have received the same written information about the school and position;
- all interviews are conducted by the same people under similar circumstances and candidates are selected in accordance with the criteria set out in the job description & person specification;
- that when asking a sensitive question, the applicant is provided with a non-discriminatory explanation of why the question is being asked;
- that the applicant does most of the talking;
- the applicant is given an opportunity to ask questions;
- that the rights of the applicant are respected at all times and detailed information about the individual applicants remains confidential to those involved in the recruitment process.

EMPLOYMENT SCREENING

Applicants considered for employment must provide the following information:

- A current Working With Children Check Number and date of birth so the WCC number can be verified online.
- Documentation, which supports their true identity
- Details of referees relating to previous employment

The Executive Committee / Principal will complete the following before the preferred applicant is offered a position:

- Online verification of the applicant's Working with Children Check number. Note that an applicant may provide details of application in progress.
- A structured referee check
- Proof of identity documentation check e.g. qualifications, immigration status and right to

- work in Australia (Australian Department of Immigration and Border Protection Tel 131 881. Work visas are checked through the Visa Entitlement Verification Online (VEVO) <http://www.immi.gov.au/managing-australias-borders/compliance/legalworkers/>)

REJECTED APPLICATIONS

The recommended applicant is not to be employed if:

- They do not provide a current Working With Children Check number or do not have an Working With Children Check application in progress
- The online verification indicates the person is “barred”, “interim barred” or “not found”
- The Department of Community Services advises that the person is ineligible for child-related employment.
- They do not have a right to work in Australia.

Records regarding the basis of any such decision not to employ will be retained by the Nominated Supervisor, and kept strictly confidential.

REFERENCES

References for the preferred candidate should be sought (in confidence) by a nominated member of the interview panel (by telephone wherever possible).

A nominated member of the interview panel will take responsibility for offering the position to the preferred applicant and ensuring that all other applicants are advised of the outcome of their application as promptly as possible. The successful applicant will receive an appointment letter and contract setting out the full details of the employment offer which he/she should sign and return confirming acceptance of the post.

Probationary periods will apply to all appointments. The duration will be in accordance with the relevant Award or Agreement.

All the information collected during the recruitment process and used to make the selection decision should be stored for a period of one year. Details relating to the successful applicant will be kept on his/her personal file for the duration of the employment and for 6 years after the employment has ended.

PERSON SPECIFICATION

The person specification should set out the minimum requirements of potential applicants to meet the demands of the post. Care must be taken to include only relevant items as these criteria will form the basis of selection for interview. Six areas are identified and these can be further divided into preferred and essential.

- Essential qualifications
- Preferred qualifications
- Knowledge and skills
- Experience
- Personal characteristics

RECRUITMENT ADVERTISEMENTS

Certain information is required in all job advertisements. Other information can be included but the overall purpose of the advertisement remains to attract suitable applicants. Detailed information is more appropriately and economically incorporated in written information that can be forwarded to applicants on request.

ESSENTIAL INFORMATION

The advertisement needs to include information on the below topics:

- the organisation – i.e. preschool, location;
- the job – i.e. title, full/part-time, permanent/temporary/casual;
- selection criteria – i.e. the specific skills required to perform the job;
- any benefits;
- how to apply and the time frame
- All short-listed applicants for such a position will be asked to provide their Working with Children Check number, and date of birth so online verification can be conducted.

Relevant Legislation	Education and Care Services National Regulations 2011. Reg. 84, 168 Children (Education and Care Services National Law Application) Act 2010 Section 166, 167, 169 Child Protection (Working with Children) Act 2012 No 51
Related to NQS QA	2.2, 5.1
Related Policies	Child Protection Staff Policy
Sources & Further Reading	

POLICY REVIEWED	MODIFICATIONS	NEXT REVIEW DATE
February 2022	Checked regulations, updated copy	2024