



Employment Policy

Woodcroft Pre-School and Wrap Around Care will appoint the best person for the job and will treat all applicants and those appointed to the job fairly. The Pre-School will advertise widely to recruit from all sections of the community. We will not reject any application on the grounds of age, gender, class, sexuality, means, family status, disability, colour, ethnic origin, culture, religion or belief.

Commitment to implement Woodcroft Pre-School and Wrap Around Care equal opportunities policy will form part of the job description for all staff. This policy will also be adhered to during recruitment and selection procedures, job descriptions and training opportunities. We also expect all staff to contribute and implement all other Woodcroft Pre-School and Wrap Around Care policies.

At interviews an agreed list of questions will be asked as decided by the Management Committee, for the essential and desirable quantities needed. Successful applications depend on satisfactory references and police check.

The successful applicant will have a probationary period to safeguard both sides. The person will be offered the position pending two clear references one must be from your previous employer as this will cover safer recruiting. If a reference is refused no contract will be offered and your contract will be terminated with one week's notice being given. Unsuccessful candidates will be notified in writing or via telephone call and the reason they were unsuccessful at interview will be given if requested.

The Woodcroft Pre-School and Wrap Around Care will give all staff and volunteers the opportunity to increase their knowledge through appropriate courses, in order to provide the children with the best possible education and care.

Woodcroft Pre-School and Wrap Around Care will comply with legislation covering employee's statutory rights and pay staff salaries that reflect the responsible and skilled nature of their work. Woodcroft Pre-School and Wrap Around Care will comply with Healthy and Safety Regulations to provide a safe working environment.

Woodcroft Pre-School and Wrap Around Care will carry out annual staff appraisals and regularly monitor and assess staff performances. Woodcroft Pre-School and Wrap Around Care will offer the staff the opportunity for promotion when a suitable vacancy arises.

This policy adopted October 2019

Signed Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care

