



Recruitment Process

Short listing

When you receive your application forms back and the closing date has passed, you will need a system in place to judge each application. You may choose to use a scoring system and judge each candidate against the person specification. The applicants you decide to short list should meet all the essential requirements. You will need to respond to the successful applicants by letter stating the time, date and venue for their interview, allowing them the opportunity to respond or rearrange if necessary and enquiring if they have any special requirements.

Interviewing

You should try and arrange all your interviews to take place in the one day allowing appropriate time for each candidate - 45 minutes should be sufficient depending on the level of the vacant post. The venue for the interviews should be easily accessible to all candidates. Send a map of the site with the interview invitation (visit www.streetmap.co.uk). The interview room must be available for the whole day. Candidates will probably be nervous, so try and make them as relaxed as possible - provide them with some refreshments and if possible somewhere comfortable to wait.

When you interview you should always ensure there are at least two people on the panel, but no more than three. One of you should act as the lead person and welcome the candidate and introduce them to the panel. You should share the questions and all make notes of the answers. Once the interview has been completed you should allow an opportunity for the candidate to ask any questions and inform them when they will be told about the outcome.

Conditions of employment

As an employer you will need to ensure you meet employment obligations. You can contact the Advisory Conciliation Service (ACAS) for guidance and support on 08457 474747.

Contract of employment

When you employ someone you must provide a legal contract between you and your new employee. You should include the following information:

- Names of the employer and the employee
- Start date of the post and length of contract
- Rate of scale of pay and how often they are paid
- Hours of work and holiday entitlement
- Job title



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- Place of work
- Terms and conditions relating to sickness or injury and any provisions for sick pay
- Period of notice
- Disciplinary procedures
- Grievance and appeal procedure
- Rules for any variation to the contract
- Any collective agreements which directly affect the terms and conditions
- Expenses
- Holiday pay
- Compassionate leave
- Maternity and paternity leave
- Pensions
- Trade Union
- Training
- Redundancy

Statutory Sick Pay

All employees are entitled to Statutory Sick Pay (SSP) when they are sick providing they meet certain criteria:

- Your pay will depend on the terms of your contract of employment
- They are sick for at least four days in a row, including weekends and bank holidays
- Employees are entitled to SSP for up to 28 weeks in one spell of sickness
- SSP is only paid for qualifying days, which are usually the days your employee work for you.
- Employers do not have to pay SSP for waiting days (the first three days of absence).
- Spells of at least four days in a row with eight weeks or less between them are counted as one spell and the waiting days do not have to be served again.
- SSP is paid at a daily rate that depends on the number of qualifying days in the week
- The current rate is £72.55 per week.



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Staff induction

You should have in place an induction programme for any new employees. This will help them familiarise themselves with the structure and layout of the provision and give them an opportunity to start building good working relationships. Your induction programme should last for approximately two weeks with a review after the first week and at the end of the programme.

You should include:

- Introduction to staff, children and parents
- Policies and procedures
- Staff rules and regulations
- Role and responsibilities
- Record keeping and administration
- Staff development
- Probationary period
- Ongoing supervision and appraisals

Wages

Almost all UK workers have a legal right to a minimum level of pay, called the National Minimum Wage. The government sets this based on the recommendations of the independent Low Pay Commission (LPC). For more information contact the National Minimum Wage Helpline 0845 6000 678.

Pay scales

To provide a structured career path and clarity in the work place it is advisable to have a pay scale/structure that ensures all staff know what wages are paid against qualifications/experience and what is required by the individual to achieve progression and when.

Payroll

In theory, any member of the committee or director or other member of staff who has necessary skills can process the payroll. Alternatively, there are external companies and accountants that will process the payroll, normally providing the pay statements and dealing with all correspondence with the HMRC.



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For further advice and help on tax responsibilities you can contact Mandy Hancock Business Support Officer on 0208 825 9330.

Useful organisations

Name	Email	Telephone
Acas-Advisory Conciliation and Arbitration Service		08457 474747
National Minimum Wage		0845 6000 678
Employment Agency Standards	eas@berr.gsi.go.uk	0845 955 5105
Employment Tribunals		0845 7959 775
Employment Appeals Tribunal	londoneat@tribunal.gov.uk	0207 273 1041
Office for National Statistics	info@statistics.gov.uk	0207 533 6094
Redundancy Payments Offices and Insolvency Payments		0845 145 0004
Equality and Diversity		0845 600 3444
Trade Union Law		0207 215 2760
HMRC –Her Majesty's Revenue and Customs	www.hmrc.gov.uk	