

Staff Selection Policy

Activity Centres Incorporated is a community based not for profit organisation managed by a parent committee

Policy Statement

- We believe that staff are a valuable asset to the quality of the care we provide at the centre.
- We believe that experienced and well educated staff are imperative to the smooth running of the centre, enabling them to mentor new or inexperienced staff. We aim to employ the best possible staff for the position through fair advertising and selection processes.

Considerations

- ✓ The Education and Care Services National Law 2010
- ✓ The Education and Care Services National Regulation 2011
- ✓ The Education and Care Services National Quality Standards 2011
- ✓ My Time Our Place
- ✓ Equal Opportunities Act.
- ✓ Anti Discrimination Laws.
- ✓ Working with Children Check.

Procedures

Qualifications and desired experience.

The Manager must have;

- a minimum of 5 years experience in out of school hours care.
- hold a diploma in out of school hours care – or equivalent.
- hold current first aid, asthma and anaphylaxis and supervisors certificates.
- the ability to work within the guidelines our organisations policies and procedures.
- the ability to review policies and procedures, and develop new policies as required.
- the ability to work with the organisations committee, ensuring the committees roles and responsibilities are maintained.
- an interest in professional development, attending relevant training to support your role.
- a good character, and be a person who can be entrusted with providing adequate care for the welfare of the children.
- an interest and desire to work with children, whilst being a fit and proper person with the ability to interact with the children.
- the ability to communicate with adults, children and management.
- the ability to supervise, mentor and support staff.
- knowledge of the Education and Care Service National Law and Regulations
- knowledge of the My Time Our Place framework
- the ability to work with any relevant Government Departments and/or any other agencies that would support the organisation, staff, children and families.

The Manager should be at least 30 years of age and be able to prove that they have the experience and knowledge to manage a large organisation with multiple sites.

The Assistant Manager / Bookkeeper must have;

- the ability to work within the guidelines our organisations policies and procedures.
- an accredited OH&S consultation certificate or be prepared to obtain one.
- experience in preparation of wages and maintaining correct leave entitlements for staff
- experience in Quicken accounting software.
- experience in basic bookkeeping.
- experience with current tax tables, (PAYG & GST).
- experience with superannuation sites and any super funds requirements.
- knowledge of Department of Education and Communities(DEC) requirements and the Child Care Management System (CCMS)
- an interest in professional development, attending relevant training to support your role.
- the ability to work autonomously or as part of a team.
- the ability to maintain the confidentiality of the service and its employees at all times.
- the ability to submit a financial report for each committee meeting, or as requested by the Manager or Committee.
- the ability to prepare books for annual audit and have audit report ready for Annual General Meeting each year..
- comply with our organisations policy by keeping the manager well informed of the financial situation at all times.
- a current working with children check, and comply with current legislation.
- a minimum 3 years experience in out of school hours care.
- hold a diploma in out of school hours care – or equivalent.

Staff Selection Policy

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- hold current first aid, asthma and anaphylaxis and supervisors certificates.
 - a good character, and be a person who can be entrusted with providing adequate care for the welfare of the children.
 - an interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- The Assistant Manager / Bookkeeper should be at least of 25 years of age and be able to prove that they have the experience and knowledge to manage a large organisations finance

Centre Coordinator must have;

- a minimum of 3 years experience in out of school hours care.
- hold a diploma in out of school hours care – or equivalent.
- hold current first aid, asthma and anaphylaxis and supervisors certificates.
- a current working with children check, and comply with current legislation.
- the ability to work within the guidelines our organisations policies and procedures.
- an interest in professional development, attending relevant training to support your role.
- a good character, and be a person who can be entrusted with providing adequate care for the welfare of the children.
- an interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- the ability to communicate with adults, children and management.
- the ability to supervise, mentor and support staff.
- the ability to work autonomously or as part of a team.
- the ability to maintain the confidentiality of the service, staff, children and their families at all times.
- knowledge of the Education and Care Service National Law and Regulations
- knowledge of the My Time Our Place framework and the ability to provide a program that meets the this framework.
- the ability to evaluate and reflect on current practises, ensuring experiences are provided to support each child's development
- the ability to work with any relevant Government Departments and/or any other agencies that would support the organisation, staff, children and families.

Centre Coordinators should be at least 25 years of age and be able to prove that they have the experience and knowledge to coordinate a service in line with current policies and procedures.

Permanent Child Care Assistants (Educators) must have;

- a minimum of certificate iv in out of school hours care or the willingness to obtain one.
- a current first aid, asthma and anaphylaxis certificates.
- a good character, and be a person who can be entrusted with providing adequate care for the welfare of the children.
- an interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- the ability to communicate with adults, children and management.
- a current working with children check, and comply with current legislation.
- the ability to work within the guidelines and our organisations policies and procedures.
- an interest in professional development, attending relevant training to support your role.
- the ability to maintain the confidentiality of the service, staff, children and their families at all times.
- knowledge of the Education and Care Service National Law and Regulations
- knowledge of the My Time Our Place framework
- the ability to evaluate and reflect on current practises, working with the coordinator to ensure experiences are provided that support each child's development.

Permanent Child Care Assistants (Educators) must be at least 18 years of age.

Casual Child Care Assistants (educators) must;

- be of good character, and be a person who can be entrusted with providing adequate care for the welfare of the children.
- have an interest and desire to work with children, whilst being a fit and proper person with the ability to move with the children.
- have the ability to communicate with adults, children and management.
- hold a current working with children check, and comply with current legislation.
- have the ability to work within the guidelines of our organisations policies and procedures.
- have an interest in professional development, attending relevant training to support your role.
- have the ability to maintain the confidentiality of the service, staff, children and their families at all times.
- If required, hold relevant qualifications, minimum certificate IV in OOSH.

Staff Selection Policy

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Casual Child Care Assistants (educator)

The Manager will ensure that a list of casual staff is maintained to ensure each centre is staffed in accordance with its licence agreement.

The Manager will ensure, wherever possible that a balance of qualified and experienced staff, along with unqualified and inexperienced staff is maintained, whilst we believe that mentoring young inexperienced staff is needed to ensure they are given the opportunity to gain experience. We also need to ensure that each child's developmental needs are being met by having qualified and experienced staff available.

Recruitment Process.

- Casual Staff will be employed by the manager, the manager will ensure that all relevant checks are done and the person is of good character, any new casuals will be given a few paid orientation shifts to ensure they fit into the centre and get an idea of policies and routines.
- Where a permanent child care assistant position becomes available the manager will inform the committee, if the Manager feels that any of the current casual staff would be suited for the position they will be offered the permanent position. If there are no suitable current casual staff suited for the permanent position it will be advertised.
- Where a position is for an outgoing permanent child care assistant at least 2 persons of the following are to make up the interview panel, which will consist of the manager, assistant manager, centre coordinator or a representative from the management committee
- Where the position is for an outgoing coordinator the panel must consist of the manager and a representative from the management committee
- Where the position is for an outgoing assistant manager the panel will consist of the manager, a coordinator and a representative from the management committee
- Where the position is for an outgoing manager the panel will consist of 2 centre coordinators, the assistant manager and two representatives from the management committee.

For all positions requiring interview by panel, the Manager will:

- Ensure the job description is up to date
- Ensure that the selection criteria is relevant to the position needed to be filled.
- Determine the methods and placement of advertising and place the advertisement including notification of the Working with Children Check.
- Ensure that the applicant is aware of the Working with Children Check legislation.
- Short-list the applicants.
- Arrange interview questions, date and time.
- Contact applicants for interview.
- Conduct the interviews.
- Contact at least 2 referees listed on the applicants resume.
- Make a decision on a suitable applicant and inform Committee Management.
- Offer the position to the successful applicant and contact the unsuccessful applicants after the position has been accepted.
- Set date for the commencement of employment and orientation of the new person.

Advertisements.

- If casuals are required, an advertisement placed on Network of Community Activities website and or the OOSH connect face book page can be used to see if casuals can be found.
- If a permanent is required an advertisement should be placed on Network of Community Activities website and or the OOSH connect face book page and at least one local paper.

Advertisements are to include:

- Job title.
- Specific employment information, including hours of work and Award.
- Include that Working with Children Check is required.
- Closing date.
- Contact name and email address where the applicant can send resume and/ or obtain more information.

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Interview.

- The Manager or Committee will draw up suitable interview questions, which relate to all aspects of the position and ensure equal opportunity guidelines are followed. The panel will decide who will ask each question.
- No longer than 5 days after the closing date the panel will meet to discuss the applications, develop a short list and decide on the interview date and times.
- An appropriate time frame (approximately 30 minutes) will be allocated to each interview, with a short break between for discussion.
- A nominated person on the selection panel will contact the applicants to determine the time and date of interview.
- Each applicant will be asked the same questions with their answers recorded.
- The panel may use a rating scale to evaluate each applicant's answers.
- The panel is to discuss each applicant and their suitability for the position based on their answers, qualifications and experience, comments from referees, and the selection criteria drawn up by the panel.
- Should the panel have difficulty in deciding between two applicants, a second interview for these applicants will be conducted, with new questions.
- The panel will then make a decision on the applicant for the job according to the selection criteria. The preferred applicants referee will be contacted to confirm applicant's suitability.
- The applicant will be reminded of the need for them to comply with current working with children check legislation.
- Should the applicant decline the position the panel will either make a second choice from the other applicants or if none are seen as suitable re-advertise the position.

Notification.

- Applicants will be given an approximate time that they will be contacted regarding their application for the position.
- A person on the selection panel will notify the successful applicant and negotiate a starting date.
- After the appointment has been made and accepted the other applicants will be notified that the position has been filled.

Equal employment opportunities

- All staff positions will be advertised according to Equal Opportunity Legislation.
- No one will be discriminated against on the basis of his or her cultural background, religion, sex, disability, marital status or income.
- All applicants will be selected according to equal opportunity guidelines.
- Selection will be based only on suitability for the position based on the selection criteria, which have been drawn up by the panel. The criteria will cover issues such as qualifications and experience, appropriate knowledge to meet children's needs, good communication skills, and demonstration in being a fit and proper person for the job, including Working with Children Check and appropriate answers to the interview questions.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 28th February 2014

Management Committee Policy is to be reviewed by the 28th February 2016