



4.4 Staff Recruitment & Appointment Policy

INTRODUCTION:

The success of Little Haven Nursery relies on its ability to attract the best Nursery staff available. Recruitment methods must be fair, efficient, and effective.

PURPOSE(S):

The LHN Staff Recruitment Policy has been established to ensure Little Haven Nursery has the opportunity to attract the best available staff and volunteers for all vacant positions. This policy relates to employment of all staff and volunteers.

POLICY(S):

Little Haven Nursery is committed to providing high quality nursery programs and services to our LHN community. To support the achievement of this objective we recognise the importance of employing the most suitable applicant for all vacant nursery positions.

Little Haven Nursery will ensure it has the best opportunity to attract the best available qualified nursery staff by broadly advertising (internally and externally as deemed appropriate) all vacant nursery positions.

Little Haven Nursery will take all reasonable steps to ensure that nursery applicants can safely entrusted with the duties of their position with the Early Childhood Learning environment at the nursery.

Little Haven Nursery will internally advertise all nursery vacant positions to current nursery staff to encourage career advancement.

Little Haven Nursery is committed to providing a positive work environment within the Nursery that is free from harassment and discrimination.

All LHN recruitment and selection procedures and decisions will reflect Little Haven Nursery's commitment to providing equal opportunity by assessing all potential candidates according to their skills, knowledge, qualifications and capabilities. No regard will be given to factors such as age, gender, marital status, race, religion, physical impairment or political opinions.

