

Recruitment Policy

All posts within Holy Trinity Afterschool Club are filled following a public recruitment exercise within the local press.

Recruitment procedures followed are consistent with our Equality procedures, the appointment process is undertaken by a sub-committee of the Management Committee and candidates are assessed against a specification, based on the job description. In making appointments candidates are assessed on application forms, interviews and references.

Following the selection process staff members are required to submit to a vetting check and must also provide a health declaration. In the case of management and deputy management they are also required to attend for a 'fitness for employment' interview with social services.

Staff cannot begin their employment until all of this process has been completed and they have been approved for employment by the Trust.