



HOLY TRINITY ENNISKILLEN

Pre-School Recruitment Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

HOLY TRINITY PRESCHOOL

All posts within Holy Trinity Preschool are filled following a public recruitment exercise .

Recruitment procedures followed are consistent with our Equal Opportunities 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 a Preschool Leader they are also required to attend 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.