

# Mawson Lakes School - OSHC

## Policy Statement on Recruitment, Staffing Objectives and Rostering

*The Mawson Lakes School OSHC Service aims to attract and employ the best available educators through fair advertising and selection procedures. The service recognises that in providing high quality care for children, our educators are our most valuable resource.*

### **HOW POLICY WILL BE IMPLEMENTED (specific policies and procedures)**

#### **RECRUITMENT:**

- When a vacancy arises the Governing Council/Director will:
  - decide whether the position should be filled on a permanent, fixed term, or casual basis
  - approve the job description and selection criteria for the position prior to advertisement of the position
  - determine the method of advertisement.
  - constitute a selection panel consisting of senior OSHC staff to conduct the selection process (when hiring educators).
  - Director, with assistance from senior staff, will make the final decision on the appointment of educator. When senior staff positions are advertised, the Principal and (possibly) Governing Council member will also be involved.
- Advertising the position
  - Advertisements should invite written applications which include contact telephone numbers with two professional referees.
  - Vacancies may be advertised through:
    - the state or local press
    - social media
    - the pool of relief workers employed by the Service
    - TAFE campuses offering training to child care workers

- University education students
- other Childcare or OSHC Services in the region.
- Selection Panel Membership
  - The selection panel consists of the Director, Assistant Director and a staff representative (chosen by the staff).
  - Where the vacancy is for the Director’s position, the panel should consist of two Governing Council or OSHC Committee representatives and an OSHC staff representative.
- Appointment
  - A three month probationary period will apply to all new employees. This must be advised to the prospective employee at or before the offer of appointment.
  - The successful applicant must present original copies of any prerequisite qualifications to the Director prior to appointment. The Service will keep a photocopy of the documents on the staff member's personal file.
  - The Service will make an offer of employment to the successful applicant, outlining the terms and conditions of the employment being offered. This should be signed by the Governing Council chairperson or authorised OSHC Director. The offer will include an acceptance of employment to be signed by the employee, with a copy kept by the Service and by the employee.
- Induction
  - The induction process will be an ongoing process and should include
    - written information
    - introductions to existing staff
    - guided tour of the service
    - discussion of working arrangements and expectations.
  - Before commencement the Director will provide new staff with an induction kit including :
    - the Service's philosophy and policies
    - code of conduct
    - WH&S (Work Health and Safety) induction
    - a list of all current staff and their positions

- a current list of Governing Council members and their positions
- the terms and conditions of employment
- job description
- The Director should explain the operations of the Service and answer any questions the new staff member may have, before s/he commences duties in her/his new role.
- The new staff member will be buddied with a more experienced educator for the first few shifts, or until they feel confident in their new role.
- Probation
  - A new staff member's employment will be confirmed if s/he successfully completes the three month probationary period.
  - The probationary period should be viewed as an opportunity to give and receive constructive feedback with the new employee, and to allow for adjustment within the new work environment through assessment and guidance.
  - The Director will decide whether to confirm or terminate appointment after the probationary period.
- Fixed term positions
  - Where a vacancy is for a fixed term due to the extended absence of a staff member on maternity, study or other leave, the vacancy may be filled by employment of a staff member for the duration of the absence.
  - Where a position is to be filled for a fixed term, this must be clear in any advertising and the dates of the term described clearly in the offer of employment.
  - If the vacancy is for a period of less than three months, the Director may fill the position on a casual basis through the use of relief staff and/or allow for existing staff to perform higher-level work or alternative duties.
- Casual Staff
  - Where the regular hours of duty of a position are expected to be less than 15 hours per week, staff may be appointed on a casual basis.
  - Casual positions should be clearly advertised as such.
  - Staff appointed on a casual basis should have the casual basis of their position clearly explained to them personally and stated in their letter of offer, including casual pay loading, entitlement to long service leave, no entitlement to sick leave or annual leave.

- Except where stated otherwise, the provisions of these policies and procedures apply equally to casual and permanent employees.
- Relief staff
  - The Service will employ relief staff on a casual basis (as per above) to fill short term vacancies or emergency absences.
  - The Director will keep a register of relief staff who are suitable for work at the Service.
  - Before a potential relief staff member is placed on the register, the Director will:
    - interview the person
    - check referees
    - see the originals and take copies of qualifications
    - establish fitness for childcare duties
    - ensure a formal written offer of employment is made.
  - The Director will provide a modified induction for all new relief staff which will include:
    - a copy of the induction kit
    - an introductory tour of the Service
    - making sure the relief staff person is familiar with the code of conduct, the Child Protection Policy and the WH&S Policy before s/he starts work at the Service.

## **STAFFING OBJECTIVES:**

- As a minimum we will treat all educators in accordance with the relevant legislation and industrial awards.
- We seek to attract, employ and retain professional staff through:
  - fair selection procedures based on merit
  - comprehensive induction of new educators
  - maintaining a happy work environment and high staff morale
  - providing as much job security as possible.
- We aim to maintain a work environment that supports the physical, professional and personal needs of educators, to enable them to provide high quality care to the children and parents using the Service. We believe we can best achieve this by:

- good communication between educators, between educators and management, and between educators and parents
  - a commitment by educators to developing good, supportive working relationships with each other
  - staff involvement in decision making at all levels
  - respect for the contributions of all educators, including different backgrounds, cultures, beliefs, levels of experience and qualifications
  - maintaining skilled educators through staff development and training
  - maintaining a work environment and work practices which are healthy and safe
  - a commitment to equal employment opportunity
  - making sure that educators, management and parents understand and follow Service policies and procedures.
- Staff representatives and any member of the staff required to attend meetings of the Governing Council will be considered to be at work for the duration of such meetings.

**ROSTERING** *(as per Children’s Service Award 2010):*

- The Director will email as well as post a roster at a place readily accessible to employees indicating the rostered hours of work.
  - An employer may change an employee’s rostered hours, but only by giving the employee seven days’ notice. However, an employee and employer may agree to waive or shorten this notice period in a particular case. Such agreement may be made by electronic means of communication.
  - The employer is also not required to provide the full 7 days’ notice where the employer makes the change as a result of an emergency outside of the employer’s control.
  - It is not an emergency if an employee is required to stay beyond their rostered hours because a parent fails to arrive on time to collect a child. Overtime provisions apply.
  - Emergency means:
    - A situation or event that poses an imminent or severe risk to the persons at an education and care service premises (e.g. – a fire at the premises).

- A situation that requires the education and care service premises to be locked-down (e.g.- an emergency government direction).