

# **Staff Recruitment**



## **Policy**

All vacant positions at this Centre will normally be advertised in the media.

## **Background**

Generally, children's services in NSW provide education and care for children who have not yet started school. Services that provide care or education for one or more children under the age of six who do not ordinarily attend school, are required to be licensed by the NSW Department of Education and Communities under the Children (Education and Care Services National Law Application) Act 2010 No 104 and the Education and Care Services National Regulations 2011.

## **Practices**

Applicants for permanent staffing positions at our Centre will be interviewed by the Responsible Person (Director), and two representatives from the Board, with the option of another from the staff.

All staff employed, where possible, will be Christians in good standing with their church.

All employees will be provided with a job description on entering employment with the centre.

The job description will clearly state the position being accepted, duties and responsibilities, and conditions of employment.

It is the responsibility of both the employee and the centre management to be aware of the current awards (see below\*) under which the employment takes place. Matters of dispute regarding the centre will be dealt with by the centre management, and appropriate steps taken to resolve any matter concerned.

The Director may employ relief staff in cases of short-term absence of employees.

All employed staff will sign an attendance register on each day of their employment.

All employees will undergo a "Working with Children" check at their own expense and supply their registration number before commencing employment.

## **Sources**

- Children (Education and Care Services National Law Application) Act 2010 No. 104 – [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) (accessed February 27, 2023)
- Education and Care Services National Regulations 2011

\*Children Services Award, Educational Services (Teachers) Award and the Clerks Private Sector Award

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