

Leadership and Management

Recruitment – What are you looking for?



Recruitment can be a challenging task, that takes time and perseverance. It is important that the task of recruiting a new member of the team is not viewed as a 'filling the gap' exercise.

When looking for a new member of staff, it is important to reflect on the existing team. What strengths are evident? What is the dynamic of the group?

TASK 1

Have a profiling session before recruiting. Ask staff to collate the following information.

- Current role
- Specific responsibilities – for example SENCo or behaviour management lead etc.
- Qualifications
- Experience – years in practice, types of provision they have worked in etc.
- Skills – any strengths identified, other languages spoken, or recent CPD engaged in etc.
- Personal needs – hour of work, childcare needs etc.

Using this information will enable managers and leaders to build a detailed profile of the existing team that can be mapped against the needs of the provision. This will inform what skills and qualities are needed most when trying to recruit the ideal person for the vacancy. Spend time considering how you will attract this person – what are the incentives? Consider how you might need to be flexible in your plans, to enable you to secure the right candidate e.g., flexible working hours.