

# FONTAIN



## RECRUITMENT POLICY

To assist our recruitment activities, when required, we have engaged both the BPIF and a specialist recruitment agency. This ensures that we are operating to the latest legislation to provide access to meet the specialised requirements of any appointment to the company.

All recruitment is carried out in collaboration with the Equal Opportunities Policy.

Key considerations for posts are:

- Any formal training or knowledge of the skills and abilities required for the position being advertised
- Evidence of NVQ or other degrees or accreditations
- Evidence of formal management training, degrees, certificates as appropriate, managerial posts held
- Interview by a director and departmental manager
- We look for inclusive and collaborative traits in the applicant
- Local residency is often an advantage
- Skills and aptitudes beyond those required for the post e.g. First Aid and other community involvements as leaders
- In the case of trainees, we look at evidence of continuing education and involvement in other training programmes and community involvement
- We look for an open approach to life and a collaborative temperament
- Proof of legal status to work in the UK

References are taken up with previous employers/schools. Posts are usually offered as Interim posts - generally for 3-6 months to give both parties an opportunity to see if their expectations and ours have a synergy.