

<p>How to: HT7</p>	<p>Recruit staff</p>	
<p>Introduction: Staff recruitment needs to be considered alongside the centre's needs and in-line with the recruitment process in the local authority. Careful consultation will be required with the LA's Human Resources team. It is also useful to talk to <i>PfS</i> colleagues for some handy tips, job descriptions and staffing policies.</p>		
<p>The recruitment of staff is essential to the smooth running of the centre.</p> <p>Remember employing staff can take many months from start to finish so don't leave this till the last minute. It might be an idea not to rush into employing permanent staff immediately, until you have been operational for a few months. After a few months you should have a better understanding of what staff you need.</p> <p>Ensure that those involved in the recruitment of staff have an understanding of <i>PfS</i> and the centre. It is often difficult to get the LA's HR department to understand that your centre is not just another LA department but is run in a similar way to that of a school.</p> <p>It is important that a funding plan is in place that will enable the centre to cover costs not just for the first year but for at least the next three years.</p> <p>In your calculations remember to include on-costs including superannuation and national insurance contributions.</p> <p>Remember to add on the annual percentage incremental increases within your budget for the next three years.</p> <p>In light of budget restrictions decide on whether members of staff will be full or part-time.</p> <p>Many part-time staff can be employed as casual staff. This will allow payment for hours worked and holiday entitlement only.</p> <p>You will need to draw up a job description and person specification. Other <i>PfS</i> centres can help you here.</p>	<p>Notes</p>	