



Fernbank Nursery Ltd



Member of the Pre-school Learning Alliance

Registered No 1069793

Company No. 4843570

Time	Activity	Signed by Staff	Signed by Manager
By the end of day one you will have:			
	<p>Had a meeting with your manager</p> <p>An understanding of the induction process, and have received an induction pack from your manager.</p> <p>An introduction to your colleagues and "Who's Who" at the Nursery.</p> <p>A copy of the relevant documentation or advice of where to find it.</p> <p>Completed the applicable starting forms.</p> <p>A tour of the buildings, including the location of necessary equipment and facilities, etc.</p> <p>An outline of your role, responsibilities, level of authority, work priorities and deadlines.</p>		
By the end of week one you will have:			
	<p>Familiarised self with Nursery procedures, documentation, and equipment.</p> <p>An introduction to fire drill procedures, First Aid officer & location of first aid boxes), and outline security procedures.</p> <p>Been provided with computer access codes (if appropriate)</p> <p>Clarification of standards required and quality of work.</p>		
By the end of one month you will have:			
	<p>Been provided with staffing details for staff reporting to you.</p> <p>Been provided with any equipment required to fill the role.</p> <p>Have knowledge of names and locations, etc of external contacts and made contacts.</p> <p>An over view of any relevant financial procedures as they relate to the post.</p> <p>An understanding of the policy on: one to ones; appraisals; staff and union meetings.</p>		



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	<p>Undertaken a monthly probationary review with your manager and set up regular meetings. A copy of, and have discussed key elements of; the business plan and mission statement.</p>		
By the end of two months you will have:			
	<p>Completed a key audit of key skills required for the post to identify areas on the job training.</p> <p>The ability to complete tasks (as identified from the job description) to the required standards of quality and accuracy.</p> <p>An understanding of your role in relation to the management reporting structure.</p> <p>Been set key objectives to achieve over the next four months.</p>		
By the end of month four you will have:			
	<p>Acquired full knowledge of all essential policies and procedures.</p> <p>Identified key people for an ongoing support /networking.</p> <p>Undertake a three month and four month probationary review with you manager.</p>		
By the end of month six you will have:			
	<p>Booked and /or attended or addressed a training need identified in month</p> <p>Achieved key objectives set during your induction to the standard required.</p> <p>Demonstrated capability to meet the requirements of the role to the standard set.</p> <p>Completed your induction programme, and undertaken a probationary review with your manager.</p> <p>Following successful completion of probationary period, undertaken an appraisal with the manager and devised key objectives and an on the job training plan for the next 6-12 months.</p>		