

## REFERRAL GUIDELINES 2010

The referral system gives previous employees the opportunity to earn extra income while promoting our centres. SHSH provides you with guidelines for this procedure and they are outlined below.

### You are required to:

- inform friends and colleagues of our vacancies
- outline the responsibilities and the structure of the programme
- distribute job descriptions and application forms, advising people about the minimum requirements of each job, making sure that you have read and understood the job descriptions yourself
- supplement information gained from the job description, giving personal feedback about your own experience, being realistic but positive
- ensure that candidates are suitable for the post they apply for, in terms of qualifications, experience, attitude, personality and presentation
- deal with general enquiries about SHSH

**Key areas to emphasise:**

- Competitive rates and terms and conditions
- Teamwork
- Long hours
- Evening and weekend sessions
- PARTICIPATING ACTIVELY** in activities, sports and discos
- Paperwork/administration

**Please Note: Referrals are not interviews.** If someone you have referred chooses to apply, then they will be contacted and interviewed by Head Office staff. In addition, please do not guarantee that someone will be appointed or will go to a particular centre.

Job descriptions and application forms are available from our website [www.staffordhouse.co.uk](http://www.staffordhouse.co.uk) or by emailing [recruitment@staffordhouse.com](mailto:recruitment@staffordhouse.com)

### Conditions:

- SHSH pays: £40 for Centre Directors, Directors of Studies and Activity Managers  
£25 for Senior Teachers, Teachers, Activity Leaders and Welfare Supervisors

SHSH will pay for referrals on the condition that the person (people) referred are offered a post and successfully complete their contract(s) with us.

### Please note:

- The Referral Fees Form must be completed if you wish to receive payment for the people you refer.
- Payment will be made in September.
- Applicants who are already known to Stafford House will not be counted as referrals, even if they are referred.