

## **ABSTRACT**

The goal of this bachelor thesis is to ascertain how kindergartens approach the planning of teaching staff. The theoretical part deals with basic principles of staff planning and methods and resources used in recruitment of employees and defines the notions of "teaching staff" and "kindergarten". The empirical part relies on survey data and its analysis.

We research the problem of teaching staff planning in kindergartens. The exact methods are ascertained by analysing the following three topics: the current state of affairs in staffing sufficiency, the forms of teaching staff planning in use, and the sources of teaching staff used by kindergartens. We have ascertained that kindergartens are insufficiently staffed and, not infrequently, kindergartens are staffed with teaching staff who do not possess the legally required qualifications. Two fifths of kindergartens have a medium-term plan covering the needs for teaching staff, and the same number of kindergartens have a medium-term staffing plan for teaching assistants. This thesis explores the most common reasons for planned staffing requirements and ascertains how kindergartens deal with these situations and also how they approach overstaffing. Additionally, we list methods and sources used in the planning of teaching staff by workers in kindergartens.

The thesis is primarily aimed at headmasters and deputy headmasters of kindergartens.