

# **HARPOLE DAY NURSERY**

## **Recruitment Policy**

### **Statement of intent**

This nursery believes that the wellbeing of children is of paramount importance. This fact relies heavily on the recruitment of suitable people to staff the nursery

### **Aim**

We aim to ensure we recruit the most suitable candidates to work in the nursery..

### **Methods**

The member of staff responsible for recruitment is Sharon Peach. Assistant by the deputy manager, Jo Stainsby, Sharon regularly updates her knowledge on the best way of vetting staff and ensuring their suitability.

### **Advertising the job**

Jobs are usually advertised in the Chronicle and Echo. Depending on the seniority of the job, it may also be advertised in Nursery World, the job centre, the Herald and Post and on the internet.

### **Application process**

Candidates are sent a copy of the job description along with the job application form. The form requires candidates to list their qualifications and special skills which make them suitable for each job.

### **Interview**

Shortlisted candidates are invited for interview at the nursery by the manager and deputy. Selection criteria are agreed before the interview and a scoring system is used during and after the interview. Usually, a number of potential staff are then invited back for 'stay and play' sessions.

### **References**

Two written references are applied for as soon as an offer is made to a candidate 'subject to references.' An enhanced CRB check is also applied for immediately.

Signed on behalf of the nursery

Date