

**Willow Day Nursery**

**2A High Street**

**Dodworth**

**S75 3RF**

**Manager: Mrs Victoria Dickinson**

**Deputy Manager: Mrs Katie Fletcher**

**Recruitment**

**Policy**

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| **Date of Next Review** | **January 2026** |

**Recruitment Policy**

Willow Day Nursery is committed to providing the best possible care, safeguarding and learning to all children. Promoting the welfare of children and young people.

Willow Day Nursery is also committed to providing a happy and supportive working environment for all members of staff. The nursery recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff who will share this commitment.

We will:

* Ensure that the best possible staff are recruited on the basis of their qualifications, experience, abilities and suitability for the position
* Ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
* Ensure compliance with all relevant recommendations and guidance
* Ensure that the nursery meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

# Recruitment & selection procedure

# All applicants for employment will be required to complete an application form that will include questions regarding academic qualifications, employment history, health and suitability for the role. Incomplete applications will not be considered. A Curriculum Vita will not be accepted in place of an application form.

# Applicants will receive a job description and person specification for the role that they have applied for.

# Successful applicants will then be invited for interview and relevant skills and experience will be discussed in further detail.

# If an offer of employment is made to the applicant it will be subject to:

* The receipt of two satisfactory references and covers a minimum of the last three years of employment. One of the referees must be the applicant’s current employer;
* The receipt of an enhanced disclosure (DBS)
* Verification of the applicant's medical fitness
* Checking professional registers (where necessary)

We advise that anyone appointed to a post involving regular contact with children must be medically fit. The nursery is aware of its duties under the Disability Discrimination Act 1995. No job offer will be withdrawn without first consulting with the applicant, consideration of medical evidence, consideration of reasonable adjustments and suitable alternative employment.

# Verification of identity and address

# All applicants who are invited to interview will be required to bring the following:

* Passport; and
* Birth Certificate
* Driving Licence
* A letter from bank, building society or utility bill which shows applicant’s address
* Educational Qualifications (certificates)

The nursery asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the nursery is able to verify the identity of, and check for any discrepancies in the employment and education history of all applicants. The nursery does not discriminate against applicants on the grounds of age.

# Verification of qualifications

# The candidate must bring all original, relevant certificates to interview.

# References

# All offers of employment will be subject to a minimum of two references which are considered satisfactory by the manager.

# One of the references must be from the applicant’s current employer and both references must cover a minimum period of the last three years. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for.