

# *Tiggers Nursery Staff Recruiting Policy*

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Name of person carrying out assessment: *Natasha Green*

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To be reviewed: *October 2018*

# Tiggers Nursery School

## Staff Recruitment Procedure

Tiggers Nursery is committed to safeguarding and promoting the welfare of children and expects all its staff and volunteers to share this commitment.

This policy covers all job vacancies that occur within the school in respect of teaching and non teaching posts.

The document highlights the school's commitment to equality of opportunity for each and every member of its workforce in the areas of recruitment, promotion, training and all other employment practices. The school intends that the same treatment should be given to all applicants for employment.

The school asserts its full compliance with the requirements of the Safeguarding Children and Safer Recruitment in Education. The Equalities Act 2010 which super cedes the Race Relations Act 1976, the Sex Discrimination Act 1975 (as amended), the Disability Discrimination Act 1995, the Equal Pay Act 1970 (amended 1983), and the various Codes of Practice dealing with the avoidance of race, sex and disability discrimination.

### **Policy Statement:**

- To ensure that the selection and recruitment process is objective, fair and efficient, taking into account the nursery's strategic objectives and current legislation, and undertaken as soon as possible.
- This policy aims to safeguard and promote the welfare of our staff and pupils through an effective and thorough recruitment and selection procedure.
- The school is committed to the DBS (Disclosure and Barring Service). The appointment of a new member of staff is subject to Disclosure check. A Single Central Record is maintained by the school and includes all adults who have regular contact with pupils.
- The nursery is committed to promoting equality of opportunity and opposing all forms of discrimination, and providing genuine equality of opportunity to make full and effective use of its workforce.
- Our policy is to attract high quality applicants and to progress recruitment efficiently in accordance with best practice, policies on equal opportunities and in a cost effective manner. All candidates for a particular post are assessed against the same criteria.

## **1 Recruitment/advertising**

Staff are recruited in the following ways:

- response to speculative application/CV received by post/email
- placement of advertisement in one or more of the following publications:
  - Montessori International
  - Nursery Education
- Through recruitment agencies

- word of mouth eg through recommendations from parents or other teachers (although full recruitment procedures are completed at all times)

Sample texts for advertisements is as follows:

### Qualified Nursery Teacher with Foundation degree in Early Years

Tiggers Nursery is a very happy and successful nursery school. We are looking for a highly motivated, enthusiastic, warm and caring teacher, with excellent organisational skills. They will have a keen interest in working with young children (aged two to four).

Excellent communication and interpersonal skills are required together with a strong work ethic and initiative. The ability to work in the close knit nursery team of seven is crucial. This is a permanent appointment and we would be looking for a long term commitment.

#### **The successful candidate will:**

- place the child's needs first;
- teach playfully;
- have a commitment to EYFS;
- have excellent communication skills with children and adults;
- be mature in outlook, sensible and patient;
- hold or be working towards Early Years Foundation Degree;

Please contact the school secretary on 020 88744668 or [tiggersnursery@gmail.com](mailto:tiggersnursery@gmail.com) for an application form and more details on the post. Application form together with a hand written letter and detailed CV should be sent to: Miss Natasha Green,

**Teachers/Assistants** September required in our well-established nursery school in Putney SW15. Term-time only, part (mornings) and full-time posts available. Teacher opportunities would suit Mont.Dip/NVQ3/NNEB/CACHE. Assistant teacher opportunities would suit recently qualified teachers who wish to gain experience & have the opportunity of becoming a teacher. Nannies or students welcome. Teacher development & promotion within our enthusiastic & cheerful team. Please contact Natasha on 020 8874 4668 or email [tiggersnursery.com](http://tiggersnursery.com)

## **2 Job descriptions**

Attached are outline job descriptions for the following roles:

- Deputy Head
- Teacher
- Teaching Assistant
- Student Placement

## **3 Application form**

Tiggers Nursery School use a standard form to be completed by all applicants before interview stage.

Tiggers Nursery School makes decisions of suitability using evidence from:

- References
- Full time Employment history
- Qualifications
- Interviews
- Identity checks
- Medical suitability

## **4 Interview questionnaire**

Tiggers Nursery School use a questionnaire in all interviews to ensure that essential information is collected at this time so that maximum use is made of this first interview. Any areas that need further investigation can be covered at second interview or during a subsequent telephone call.

## **5 Equal opportunities**

Tiggers Nursery School operates an equal opportunities policy with respect to both staff and children. Tiggers will employ the best person for the job and no prospective member of staff will be excluded from the nursery on the grounds of age, gender, sexuality, class, family status, means, disability, colour, ethnic origin, culture, religion or belief. We aim to ensure that all who wish to work in, or volunteer to help with our nursery have an equal chance to do so.

## **6. Safe Recruitment**

Staff must obtain an enhanced Criminal Records Bureau (CRB) Disclosure, which includes a Protection of Children Act list/List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them.

The Head will keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue on the enhanced DBS Disclosure.

The School will have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.