



# Recruitment Process

## The application pack

To enable potential employees to apply for a job - you must provide candidates with an application pack containing the following information:

- an information sheet introducing the candidate to your setting and the post they have applied for
- job description
- person specification
- an application form

### Information sheet

The information sheet should contain the following:

- name of setting
- address and contact details
- age group of children
- settings aims and objectives
- opening hours
- salary
- closing date
- return address

### Job description

The job description should contain the following:

- The name of the organisation
- The job title
- The purpose of the post
- A list of main duties
- Who their line manager will be
- Which staff if any the post holder supervises
- The normal hours of work
- The salary



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## Person specification

The person specification should contain the following information with additional criteria for different levels of positions:

- Skills
- Aptitude
- Knowledge
- Experience
- Qualifications
- Personal qualities
- Requirements for CRB
- Requirements for Suitable Person Checks

The person specification is generally divided into two categories:

- Things that are **essential** i.e. you would not recruit someone without them - such as a Level 3 qualification or equivalent for managers and supervisors.
- Things that are **desirable**, including those where training can be provided after recruitment if necessary eg a first-aid certificate.

Generally you should include as essential the qualifications or experience that are necessary to comply with Ofsted regulations. Or those that are needed to maintain or improve the standard of care, learning and play that you have provided to children. You would list as desirables the ones that would help you choose between two candidates who both met the essential criteria.

The application form should contain the following information for applicants to complete:

- an introduction to the job
- their personal details
- their current or most recent employment
- their past education
- their past training
- details of references
- supporting statement
- equal opportunities monitoring information