

Job Advert Template Guidance

Recruitment can often feel rushed due to someone leaving or demand increasing and not having enough staff to cover ratios. Yet, staff employment remains at the heart of safer recruitment practice and therefore time and attention to detail should be paid to the structure, wording and content of your advert. It forms the first point of contact between your settings and wider community, so you are not only advertising your job, but you are also marketing your business and branding. How you advertise makes all the difference in attracting the right candidate and deterring and preventing unsuitable candidates from applying for the post.

Job adverts also need to comply with different aspects of legislation and related guidance and must include a safeguarding and equalities statement to demonstrate your commitment.

The template below offers a guidance framework and covers key points to consider when advertising.

Point to consider at this stage:

Do you have a Safer Recruitment Policy underpinning your advertising and appointment process?

When did the appointing officer/ panel members last update their Safer Recruitment training?

Template

Please see template guidance below covering key points.

Settings Official Letter Head Logo Here

Summary of your organisation- This creates an anchor point and helps to set the scene. Prospective candidates may know nothing about you and will need to feel some connection when consider if your setting is the right for them.

Example: (**Name of setting**) has been operating since xxx. We are a (**small/large community preschool/ private nursery**) located in the heart of (**state area**) which (**is in an affluent area or has a high proportion of disadvantage**). We are close to good transport routes, local amenities, and feed into (**state which schools**).

Summary of your culture and ethos - this helps to attract the right candidate and enable them to consider whether they would be a good fit. Saving time overall and supporting good safer recruitment practice.

Example: We are commitment to xxxxx

We achieve this through xxxxxx

Job Title and Qualifications – Practitioners can see immediately what role they are applying for, and the qualification level is not lost in wording.

Example:

Position: Name of job title to be added here

Qualification: (state level) in line with the DFE (Department for Education)

[Qualification Check List](#)

English and Maths state what is required in line with latest standards (EYFS 2024) and position advertised.

(Northumberland Skills can support settings with Early Years qualifications, Apprenticeships, including Maths and English)

Any other relevant qualifications required of the post

Brief Outline of Main Duties- this section helps candidates to see at a glance if they have the right skills and experience, saving valuable time for both the setting and candidate. These duties must reflect the job role and position.

Example: As part of a highly skilled team, you will be responsible for:

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Key Skills Knowledge and Requirements – this information will be depended on the level and position; providing this information again saves time for both the setting and candidate as they can see immediately whether they have the relevant skills required for the post.

Example: **Key Skills, Knowledge, and Experience**

Desired Experience: Adding some desirables can help to attract the right candidate.

e.g Room or Team leader experience, but not essential.

Full clean driving licence

Salary: This is often omitted due to local competition. However, candidates like to be able to consider the pay scale before applying.

Example: Including a band width can attract the best-fit candidate

Benefits and Perk

These can offer an incentive to prospective candidates and may offer additional incentives to apply.

Example: **We are committed to supporting our staff and offer the following benefits and incentives. E.g.**

- One additional day leave on or closest to your birthday
- Bonus for any personal recommendation that leads to successful appointment
- Opportunities for personal development
- Staff wellbeing package

Legislation Compliance

This is essential information to ensure you comply with different aspects of legislation

Our legal statement, clearance, and verification process below.

To demonstrate our commitment to safeguarding and promoting the welfare of children and young people, we expect all employees, visitors, and volunteers to share the same passion, vision, ethos and values.

We are an equal opportunities employer and ensure fair, equal treatment regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.” EYFS (Early Years Foundation Stage).

Verification Checks and Appointment

Appointment is subject to interview and 2 suitable written references and all verification and clearance checks. This includes an enhanced DBS (Disclosure and Barring Service) check with barred list.

This position is exempt from the **Rehabilitation of Offenders Act 1974**; therefore, you are required to disclose any spent and unspent convictions as part of your application.

These statements should be on all forms of advertising and within the recruitment pack and letter of acceptance.

Next Steps

If you feel this position is for you, please contact XXXXX for an application pack.

Please send all enquiries to xxxxxx

CV's alone will not be accepted.

Closing date:

Interviews: provide a date or week commencing xxxxxxxx