



RECRUITMENT AND EMPLOYMENT STATEMENT

The following policies are in place in order to ensure that the Nursery's employees and candidates are treated in the fairest way possible.

- The Nursery will always publish positions available on their website and Artjobs.co.uk, as well as publishing on Facebook and mentioning in our newsletter. leaving a full month for applications.
- The Nursery will always pay at or above the London living wage and ensure that invoices are paid within two weeks of receipt.
- The Nursery will always interview all candidates, giving good notice and being flexible with timing where possible.
- All interviews will be conducted on an equal basis, using a set process, similar questions and standardised marking scheme.
- All interviewees will be notified within three working days of the end of the interviewing process.
- The Nursery strives to be an equal opportunities employer. Its aim is to ensure that individuals are recruited, promoted and generally treated on the basis of their relevant merits and abilities. In particular it wishes to ensure that no member of staff or job applicant receives less favourable treatment on the grounds of gender, marital status, colour, race, nationality or ethnic origin, disability, age, sexual orientation, religious or political belief, trade union activity, physical appearance or HIV-status, provided always that they have the necessary attributes to do the job in question.