

**Terms and Conditions**

Please read through and sign the below Terms and Conditions.

Terms and Conditions:

1. Each job role is advertised for a cost of £175 +VAT. If a Nursery wishes to advertise 2 different job roles e.g. a room supervisor and a childcare assistant, the cost will be £350 + VAT.
2. If the Nursery decides to re-advertise the original position within one month of the previous closing date, then Employers For Childcare will offer 25% discount on the cost of the advert and repost the advert for 2 weeks.
3. All documentation and payment must be received before positions are advertised.
4. Positions are advertised for a period of 2 weeks from the date of approval
5. If the Nursery requires **less** than 2 weeks, the £175 + VAT fee still applies
6. If the Nursery requests to **extend** the advert, then 2 working days’ notice must be given before the closing date. A charge of £50 + VAT will be applied for each additional week the position is advertised for a maximum of 2 additional weeks.
7. The Nursery can request that CVs or their own application form be accepted. Alternatively, upon request, Employers For Childcare can supply an application form.
8. Completed application forms and/or CVs will only be sent to the Nursery once the closing date has passed and full payment has been received. No applications will be sent before this.
9. Employers For Childcare provides the Service to enable the Nursery to advertise for suitable potential employees. Employers For Childcare does not guarantee the quality or quantity of applicants. The Nursery may select a potential employee based on its requirements and the consent of the potential employee through direct contact with the potential employee.
10. The Nursery will comply with all applicable laws, including without limitation the Employment Rights Order (Northern Ireland) Order 1996, the Disability Discrimination (Northern Ireland) Order 2006, relevant (Northern Ireland) equality legislation and any applicable Data Protection Laws. The Nursery shall indemnify Employers For Childcare against any Losses in connection therewith.
11. The Nursery is solely responsible for ensuring their recruitment practices follow Fair Employment guidelines. Further information can be obtained from the Equality Commission for Northern Ireland.
12. The Nursery is solely responsible for ensuring their salaries are in line with National Minimum Wage and National Living Wage.
13. The Nursery is solely responsible for ensuring that all pre-employment checks are carried out in line with the Health and Social Care Trust Regulations.
14. The Nursery is solely responsible for ensuring that all applicants for relevant positions are notified in advance of the requirement for an AccessNI check and the possible effect of a criminal record on the recruitment and selection process, and any recruitment decision.

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| **Sign** |  |
| **Print** |  |
| **Position** |  |
| **Nursery** |  |
| **Date** |  |