

Abbeydale Cottage Nursery Ltd
Abbeydale Sports Club
Abbeydale Road South
Sheffield, S17 3LJ
www.abbeydalecottagenursery.co.uk

Dear Candidate,

Thank you for your interest in this position. Please read the following information before applying for the position by completing the attached application form and returning it to us at your earliest convenience.

It is our policy not to make an offer of appointment until all the required pre-recruitment checks have been completed. This may result in a delay between your interview and when you are advised of its outcome.

Prior to any successful candidate being made an offer of appointment they will be subject to the following checks:

- Identity check – the satisfactory confirmation of the successful candidate's identity.
- Asylum and Immigration checks – all candidates must provide identification to prove their entitlement to live and work in the United Kingdom.
- Criminal Records Declaration - all applicants are to complete a Criminal Records Declaration Form. A criminal record will not debar that person from being appointed to the post, where those offences are not relevant to the role. However, the nature of this post requires us to know about all unspent and unprotected spent criminal convictions and cautions to make informed decisions. The recruiting manager will only have access to this confidential information after shortlisting is completed and may ask questions about criminal records at interview.
- Enhanced DBS check – this must not produce information which in the view on the Children and Young People's Directorate Representative would render a candidate unsuitable to work with children.
- Qualifications check – any appointment is subject to the candidate providing documentary evidence of any qualifications or professional registration specified for the post.
- References – two references are required for all short-listed candidates before an offer of appointment can be made. One of these references must be of a professional nature and one from current employment or last job.

We are an employer committed to ensuring that applicants are appointed on merit and treated fairly and equally. Therefore, any medical condition that you disclose as part of the recruitment procedure will only be considered in the context of assessing the options for making reasonable adjustments and health and safety considerations, where appropriate. It will not be part of the decision about your suitability for the post. We do however, have a duty under the Health and Safety at Work Act to protect your health and safety at work and to not knowingly place your health at risk.

Yours faithfully,

The Management Team - Mrs Amy Ricardo Mrs Jodi Curphey Mrs Claire Carroll

The Roles and Responsibilities of an Early Years Practitioner

Purpose of Post:

1. To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
2. To work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn.
3. To build and maintain strong partnership working with parents to enable children's needs to be met.
4. To comply with all relevant statutory duties.

Main Duties:

1. To effectively deliver the EYFS ensuring that the individual needs and interest of children in the setting are met (in conjunction with other team members)
2. To complete and maintain accurate records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.
3. Support all staff and engage in a good staff team.
4. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.
5. To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any disabilities, family cultures and medical histories to uphold the principles of equality and inclusion
6. To advise appropriate person (Manager, EYT, SENCO, DSL) of any concerns e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.
7. To be involved in out of working hours activities e.g. training, monthly staff meetings etc.
8. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snack meals, cleansing of equipment, etc.
9. To work alongside the manager and staff team to ensure that the setting's philosophy is fulfilled.
10. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
11. To develop your role within the team, especially with regarding key person role.
12. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
13. To be aware of the profile of the setting and to uphold its standards always, both in work hours and outside.
14. To support other nursery assistants, students and volunteers.
15. To ensure good standards of safety, hygiene and cleanliness are always maintained.
16. To undertake and lead on additional responsibilities where appropriate e.g. maintaining supplies, stock checks, organising extra-curricular activities or parent days.
17. Comply with company policy and procedure and relevant statutory duties.

Person specification:

Essential criteria of an Early Years Practitioner:

- Previous experience of working with young children
- Commitment to young children and their families
- Commitment to anti discriminatory practice
- Friendly, flexible approach
- Suitable both mentally and physically to work with children

Desirable qualifications of an Early Years Practitioner:

- Diploma (Level 3) in Child Care and Education – CACHE, BTEC or equivalent or NVQ 3
- Certificate in Child Care and Education (level 2) – CACHE, BTEC or equivalent or NVQ 2 and working towards Level 3

Post Information: The post of an Early Years Practitioner will involve:

- Lifting and handling children and equipment
- Bending and conducting activities at floor level/or periods of time spent on low level seating
- Personal care of children
- Contributing to the provision of a safe, secure care and learning environment
- Record keeping and report writing
- Use of ICT
- Food handling
- Maintaining a clean and tidy workplace
- Dealing with members of the public
- Periods of time spent in the outdoor environment
- Occasional use of safety steps to display children's work etc.
- All other reasonable requests associated with the role

This list is not exhaustive.

APPLICATION FORM

Office Use Only

Shortlisted:	Interviewed:
Successful:	Pre-Offer Check:
Date Offered:	Date Accepted:

Job Title/Role

Surname/Family Name:	Date of Birth:	Address:
Initials:		Post Code:
Home Telephone:	How long have you lived here? Less than 12 months please supply previous address	
Mobile Telephone:		
E-mail Address:		

1. Current Employment

Job Held:	Employer and Address:	From:	Wage/Salary
		To: (if applicable)	

Brief details of main duties/responsibilities:

Reason for leaving current job(s):

Or, if successful in your application, please indicate if you intend to continue working in this/these job(s), stating the job title and hours of work

Length of notice required, or date you could start:

2. Employment History

Please give details of all previous jobs and work experience since leaving full time education. Please list these in date order, starting with the most recent first.

***Please list any periods where you were not in full time employment, education or training**, for example periods of unemployment, voluntary work, travelling etc.

Use separate sheet if necessary

Employer	Jobs held and brief details, plus information on other periods*	Reason for Leaving	From	To

[illegible]

3. Qualifications/Training

Please give details of any qualifications obtained and training courses undertaken, ***which are relevant to the job*** together with dates.

[illegible]

4. Suitability for the Job

Please choose 3 of the words below to best describe yourself:

Honest Self motivated Punctual Trustworthy Helpful Kind Enthusiastic Reliable
Meticulous Conscientious Polite Confident Active Vigilant Hardworking

Please state why you think you are suitable for this job.

Use additional sheets as necessary

5. Other Information

Criminal Records Declaration

As this post involves working with children, it is exempt from the Rehabilitation of offenders act 1974 and therefore all applicants are required to disclose all convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 (as amended 2013).

Failure to disclose this information could result in the withdrawal of a job offer, disciplinary action or dismissal. Any information given will be completely confidential and will be considered only in relation to your application. The recruiting manager(s) will only have access to this information.

1. Are you barred from working with children? Yes / No

If you answered yes to the above, you are not eligible to work with children

2. Do you have any cautions, convictions, reprimands, final warnings, binding over or other orders, pending prosecutions or criminal investigations which are not protected as defined by the Rehabilitation of Offenders act 1974 (Exceptions) Order as amended 2013?

Yes / No

If you have answered no to question 2, please continue with the application

If you have answered yes to question 2, please provide details of your criminal record in the space below and continue with your application

Dismissal

Other than for reasons of redundancy or on health grounds, have you ever been dismissed from employment from any employer, including employment agencies? Yes / No (circle as appropriate)

If 'YES' please give details, stating from where, when and the reasons for the dismissal

Other Information:

How many units of alcohol consumed per week on average? _____

Are you lawfully able to work in the UK? Yes / No

6. References

Please give the names and addresses of two people to whom we may write for references. References may be taken up for shortlisted candidates prior to interview. If you do not wish a reference to be taken up at this stage, please state why

- Referee (1) should be your present or most recent employer.
- Please state whether Referee (2) is in a personal or employment capacity

Referee (1)
Present or Most Recent Employer
Name:

Job Title:

Address:

Tel Number:

Email Address:

Referee (2)

Name:

Capacity known:

Address:

Tel Number:

Email Address:

Declaration

I confirm that the information on this form is true and correct and will be used as part of my contract of employment. Any false statement will result in rejection as a candidate or dismissal if employment has started.

The company is authorised to obtain references to support this application once an offer has been made and accepted. The offer may be withdrawn if 2 good references from previous employers (or college/ or equivalent if not previously employed) are not provided.

Signature:_____

Date:_____



Equality

☐ White British ☐ White other ☐ Mixed/Dual background ☐ Chinese ☐ Asian/Asian
British ☐ Black/Black British ☐ Any other Ethnic background

