

## **APPLICATION PACK – NURSERY PRACTITIONER**

Enclosed in this pack is the following:

- Outline of recruitment process
- Safeguarding Statement
- Job Description
- Person Specification
- Self-disclosure form
- Application form

### **Recruitment Process**

- Positions are advertised as appropriate, although applications are sometimes considered at other times. All applicants are provided with this application pack upon enquiry.
- All candidates are required to complete the company application form in full and return it to the nursery together with their CV, and self-disclosure form.
- The application form and CV will be considered by members of the Nursery Management Team and a candidate may be invited for an interview.
- Interviews take place at the nursery following specific questions relating to childcare experience, safeguarding and other relevant topics. Interviews are carried out by two members of the Nursery Management Team and Senior Management team.
- Candidates may be given a supervised tour of the nursery and are given the opportunity to ask questions.
- A working interview may be arranged where a candidate spends some time working with the children under supervision and observed by the Nursery Management Team.
- If successful, candidates will be given a conditional offer of employment depending on satisfactory references, self-disclosure form and DBS clearance.
- The acquisition of reference, DBS clearance and other checks will be carried out before a person begins work.
- All new staff members are subject to an induction period of eight weeks, which may be extended if it is deemed necessary.

## **Safeguarding Statement**

The safety, wellbeing and best interest of children is of prime importance. We believe that everyone involved within our school and nursery community, including staff, freelance staff, students and volunteers, have a duty to promote children's welfare and protect them from harm. Our commitment to keeping children safe and promoting their welfare encompasses our vision and the many aspects of the care, education and service we provide.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment
- Preventing the impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to ensure all children have the best outcomes

The ethos of Ashbridge supports the development of a positive self-image, increases confidence and promotes an atmosphere of trust. Staff listen to children and children are encouraged to express their thoughts and feelings.

As adults have a tremendous impact on children we ensure that through our policies, procedures and daily practices all adults, employees and volunteers:-

- Are positive role models for children
- Promote a happy, caring and safe environment
- Comply within the agreed policies of the school and nursery
- Create an environment of trust and respect
- Recognise and value strengths in each other and use these to support everyone
- Encourage children to think for themselves, ask questions and find answers
- Welcome and support visitors to school and nursery

Through these actions we aim to:

- Promote a culture where children are always respected and listened to.
- Promote a culture of safety, equality and protection
- Promote a culture where staff act in the best interest of each child and are confident to raise any concerns and act in a professional and confidential manner.
- Create an environment and experience for all children which enables them to develop a positive self-image, a sense of independence and autonomy and a secure understanding of British values.
- Give staff the opportunity to contribute to and shape safeguarding arrangements and the child protection policy, to utilise the expertise they build up through safeguarding training and managing safeguarding concerns on a daily basis.
- Ensure children are confident to talk to a member of staff if they are worried about something.

We comply with all statutory requirements for reporting information, which are linked to Safeguarding including reporting to the DFE, DBS, OFSTED Early Years and Health and Safety Executive where appropriate.

## **Job Description**

### **Areas of Responsibility and Key Tasks:**

#### **GENERAL DUTIES**

- ◆ To care for and educate the children for whom you are responsible.
- ◆ To be responsible for the Welfare and Health and Safety of all the children who attend.
- ◆ To keep and maintain accurate records as required by SMT including registers, child development profiles, learning journeys and weekly records.
- ◆ To work as part of the team in delivering the ethos, values and overall principals of the Nursery and School.
- ◆ To ensure that customer care is a high priority to lead by example establishing and maintaining professional relationships with customers.

#### **POLICY AND CURRICULUM**

- ◆ To be fully conversant with all company policies, procedures and the EYFS.
- ◆ To be an active member of a team, involved in planning and implementing a suitable range of activities for the children in your care.
- ◆ To operate within company policies on Equality and Diversity promoting and providing for equal opportunities for all staff and pupils in relation to gender, race, disability and special educational needs.

#### **PERSONAL / PROFESSIONAL DEVELOPMENT**

- ◆ To show a positive attitude to self-appraisal and career development.
- ◆ To constantly strive to find ways of improving standards in procedures and services offered.
- ◆ To be self-motivated, highly professional and confidential in all areas of the position, demonstrating initiative, commitment and enthusiasm.

#### **TRAINING AND DEPLOYMENT**

- ◆ To play a role in any staff training, as requested by the senior management team.
- ◆ To welcome staff appraisal and/or supervision meetings - operating within appraisal and supervision procedures.
- ◆ To attend and play an active role in the following:-
  - ◆ Team meetings – bi-monthly
  - ◆ Training Sessions – up to four per year
- ◆ To ensure your training file is completed in line with procedures and kept up to date.
- ◆ To play a role in the induction of newly appointed staff by;
  - ◆ welcoming, informing and supporting new members of your team
  - ◆ playing a part in explaining, monitoring and demonstrating all daily procedures and practices.

#### **SAFETY OF PREMISES AND SYSTEMS**

- ◆ To ensure that all cleaning schedules and Health and Safety procedures are regularly and accurately completed.
- ◆ To organise and co-ordinate meal and snack times - ensuring appropriate standards of health, safety and care are met.
- ◆ To ensure the administration of medicines and first aid is in line with company procedures effectively informing and communicating with parents relating to any matters arising from accidents or medical issues.
- ◆ To ensure that your area is well maintained, organised and that any defects are reported promptly to the SMT so that appropriate actions are taken regarding repairs or the need for attention.

**Person Specification**

<b>Attributes</b>	<b>Criteria</b>	<b>How identified</b>	<b>Rank</b>
<b>Relevant Experience</b>	<b>2 years post qualifying experience in a childcare setting-preferably day care</b>	<b>Application/interview</b>	<b>Desirable</b>
	<b>Experience of teamwork environment</b>	<b>Application/interview</b>	<b>Essential</b>
<b>Qualification and Training</b>	<b>NNEB, NVQ Level 3, BTech, Foundation Degree</b>	<b>Application</b>	<b>Desirable</b>
	<b>Willingness to undertake training to required level if necessary</b>	<b>Interview</b>	<b>Essential</b>
	<b>Recent Child Protection training</b>	<b>Application</b>	<b>Desirable</b>
	<b>Recent First Aid qualification</b>	<b>Application/interview</b>	<b>Desirable</b>
	<b>Other related training</b>	<b>Interview</b>	<b>Advantageous</b>
<b>General and specialist knowledge</b>	<b>Knowledge/awareness of</b> <ul style="list-style-type: none"> <li>• EYFS</li> <li>• current thinking, and developments in Early Years</li> </ul>	<b>Application/Interview</b>	<b>Essential</b>
<b>Skills and abilities</b>	<b>Ability to communicate well with children and adults</b>	<b>Interview/class time</b>	<b>Essential</b>
	<b>To be able to work as part of a team</b>	<b>Interview</b>	<b>Essential</b>
	<b>Ability to communicate effectively in writing/have good basic skills</b>	<b>Application/interview</b>	<b>Desirable</b>
	<b>Willing to undertake further training</b>	<b>Application/interview</b>	<b>Essential</b>
<b>Additional factors</b>	<b>Understanding/commitment to Equal Opportunities</b>	<b>Interview</b>	<b>Essential</b>
	<b>Health and Safety Awareness</b>	<b>Interview</b>	<b>Essential</b>
	<b>Ability to use initiative</b>	<b>Interview</b>	<b>Essential</b>



**Ashbridge School & Nursery  
APPLICATION FORM**

Please complete this form in block capitals and return it along with a letter of application. The information given on this form will be treated in confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR \_\_\_\_\_ LOCATION \_\_\_\_\_  
2. PERSONAL DETAILS

Mr/Mrs/Miss/Other: _____	Email address _____
Surname: _____	National Insurance Number _____
Forenames: _____	DfE Number (if known) _____
	DBS Number (if known) _____
Address: _____	First Aid course date and title: _____
_____	Safeguarding course date and title: _____
_____	
Telephone number (home): _____	Telephone number (mobile): _____

Are you aged 17 years or over? YES/NO

Note: Although you do not need to be 17 or over to work at Ashbridge you do need to be 17 or over to be included in staffing ratios.

Do you have a clean current driving licence? YES / NO

Do you have the right to work in the UK ([Right to Work in UK guidance](#))? YES / NO

Note: the company will require proof of this right before an offer of employment can be confirmed.

Are you medically and physically fit and in an appropriate state of health to undertake all duties as outlined in the job description provided and for which you are applying YES/NO

If no please state:-

Are you related to any employee of the company? YES / NO / don't know

If yes please give name of employee: \_\_\_\_\_

### 3. EDUCATION

From	To	Name of school	Qualifications gained and grades/levels

### 4. FURTHER EDUCATION

From	To	Name of institution (state if full or part time)	Qualifications gained and awarding body

### 5. EMPLOYMENT HISTORY / RECORD (please list chronologically, starting with current or last employer)

#### Present employment

Name and address of employer	Current post	Employed from	Brief description of duties and responsibilities	Employed to

#### Previous employers

Name and address of employer and nature of business	From	To	Job title and main responsibilities	Reason for leaving

Continue on separate sheet if necessary.

If there are any gaps in your employment or education history please explain / give details.

6. TRAINING and additional / further qualifications

Details of additional training courses attended and awards achieved, including dates if appropriate.

7. SUITABILITY FOR THIS POSITION/PERSONAL STATEMENT (Not required for teaching posts within the School department)

Please detail your suitability for this position relating to the person specification issued (type into the box if completing electronically or continue on separate sheet if necessary).

8. [DISABILITY DISCRIMINATION ACT 1995](#)

Section 1 of this act describes a disabled person as a person with a 'physical or mental impairment which has a substantial or long term effect on his/her ability to carry out normal day-to-day activities'.

Using this definition, would you consider yourself to be disabled? Yes / No

If yes, do you require any special arrangements to be made to assist you if called for interview?  
Please provide details:

9. REFERENCES

Please give details of at least two referees who can comment on your suitability for the position. One should be your current or most recent employer. When contacting references we seek information of any past disciplinary issues or safeguarding issues you may have been subject to. If appointed, written references will need to be received prior to any offer or confirmation of employment. If you would like us to refrain from contacting a referee before a certain date you must state this in your interview. Please do not submit this application form without all details being fully completed.

Name:	Name:
Position:	Position:
Company/Organisation:	Company/Organisation:
Address:	Address:
Email: Telephone Number:	Email: Telephone Number:
Nature of relationship/Capacity in which known:	Nature of relationship/Capacity in which known:

I understand that if the position for which I am applying is to work with children under the age of eight years then the [Disqualification under the Childcare Act 2006](#) applies and a check will also be made to ensure applicants are not disqualified under the [\(Disqualification\) Regulations 2018](#)

Where the position for which I am applying is to work in **regulated activity** as set out in Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#) then I will be required to obtain an enhanced DBS disclosure

#### 10. VERIFICATION OF INFORMATION / DECLARATION

I declare that all the information which I have given on this form is complete and accurate.

I understand that original documentation will be required as proof of identity, qualifications, training etc.

I understand that any offer of employment will only be conditional on satisfactory completion of the required pre-employment checks :

- enhanced DBS (where position is within regulated activity)
- where appropriate, separate checking of the barred from regulated activity list 99
- medical and fitness
- prohibition from teaching (where appropriate)
- prohibition from management (where appropriate)
- overseas check (where appropriate)
- right to work in the UK check
- Qualification (where appropriate)
- Suitability to work with children (Disqualification from Childcare Act 2006)

For the purpose of General Data Protection Regulations I consent to the information contained on this form and any information received by or on behalf of Ashbridge, being processed and stored as part of the recruitment process and in line with the company Privacy Notice.

Signature

Date



**Declaration of unspent criminal offences for appointments into positions where a DBS Disclosure is required.**

**Please read the following notes carefully, before completing this form.**

It is the policy of Ashbridge Independent School and nursery to require applicants for posts which are eligible for a Disclosure & Barring Service (DBS) disclosure, to declare information on any previous criminal record that they hold.

You must give details on this form of any unspent convictions, cautions, reprimands or warnings you have received (including any convictions in a court of law outside of Great Britain) and any prosecutions that you have pending. Under the provisions of The Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975 staff employed to work with certain categories of person, or in specified settings are required to disclose all their unspent convictions. Therefore, if you have received a conviction, caution, reprimand or warning for any criminal offence in the past, you must provide details overleaf.

Ashbridge Independent School and Nursery will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. Possession of a criminal record will not automatically prevent you from working in Ashbridge Independent School and Nursery. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying.

All appointments into posts subject to a DBS check are made only on condition of a satisfactory DBS Disclosure. If you are successful in your application for employment, then the failure to disclose unspent previous criminal history could result in withdrawal of this conditional offer of employment.

List all of your unspent convictions, cautions, reprimands and warnings on the following page, together with details of any pending prosecutions. Use a continuation sheet if required.

All information disclosed will be treated in the strictest confidence. Following receipt of this form you may be contacted to discuss the information you have provided.

**If you have no unspent convictions please write 'None' and sign the form.**

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Nature of Offence(s)	Name of Court and date of conviction or date of Caution, Reprimand or Warning (if known)	Sentence(s)

I certify to the best of my knowledge, the information on this form is true and accurate. I understand that if the information I have supplied is false, misleading or incomplete, it could lead to withdrawal of the conditional offer of appointment, without notice.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return this form in a sealed envelope with your name and 'Self-Disclosure form' written on the front.*