



Childcare @ Broadway

Childcare @ Sunbeam

Childcare @ St Swithun's

Childcare @ Sandal

Information Sheet Early Years Practitioners

St George's Lupset Ltd is a local registered charity and community enterprise, providing Training, Health and Wellbeing activities and Childcare for the local community. We currently have a number of vacancies within our nurseries for Early Years Practitioners. We are happy to consider applications from qualified and unqualified applicants with training opportunities available.

'Childcare' runs four nurseries; two full day care and two sessional. We pride ourselves on running high quality childcare for babies, young children and their families and we work closely with local Children Centres, Early Help Hubs, Schools and the community.

As an Early Years Practitioner, you will be required to assist in the delivery of high-quality nursery provision for young children and their families in accordance with The Early Years Foundation Stage. You will join a large team of Early Years Practitioners working towards achieving our vision for continuous improvements and working towards maintaining or achieving an Outstanding Ofsted judgment.

Why work for St George's Lupset Ltd? We offer the following:

- Good rates of pay from £7.70 to £8.71 per hour dependant on age, qualification and experience with opportunity for annual increase based on performance.
- Pension Scheme - employer contribution up to 5%
- Generous holiday entitlement 26 days plus bank holidays.
- 3 staff training days per year plus individual training and development opportunities.
- A supportive and caring environment.
- Six month induction and mentoring support.
- Opportunities to progress within our family of nurseries.
- We invest in Families not Profit.

How to Apply

We have a four-stage application process made up of expressions of interest, working interviews, formal application and formal interviews. These four stages help us to assess your skills, abilities and knowledge and help you to get to know our organisation and job requirements. If you are unsuccessful at any stage of your application, you will be informed and given feedback if you require.

1. Expression of Interest

In the first instance, please complete the attached pro-forma and submit a letter expressing your interest, stating **why you want a career in Childcare** and **what you know about St George's Lupset Ltd and why you would like to work for us**. The letter should be in your own handwriting and no more

than one side of A4 paper, you may also include a CV. Please mark for the attention of Tracy Scholey, St George's Community Centre, Broadway, Lupset, Wakefield WF2 8AA. Once we have received your expression of interest it will be broadly assessed against the Job Description and Person Specification.

2. Working Interviews

The purpose of the working interview is to assess your interaction with children and other adults in the childcare setting. You will be expected to spend up to 2 hours within the nursery where you will be assessed by a parent or member of the 'Childcare' team. You will be given guidance on what you will be expected to do. It is acknowledged that within this timescale you will have limited time to demonstrate all your skills and abilities; this will be considered when carrying out the assessment.

3. Formal application form.

If you pass stage 2 you will be invited for interview and will be expected to complete an application form detailing how you meet the criteria on the Person Specification. Please read these carefully and be sure to demonstrate in your application form how you meet the essential criteria by providing examples of previous experience or knowledge.

4. Formal Interviews

This is a traditional interview where you will be asked a number of questions by a small panel. You will then have the opportunity to ask questions of the panel.

Safeguarding Statement

- St George's Lupset Ltd (St George's) is committed to and takes its duty of safeguarding and promoting the well-being of all children and young people and protecting them from harm, seriously.
- St George's recognises that children and young people can be vulnerable and rely on the support of adults and the wider community to help them reach their full potential.
- St George's respects all children irrespective of gender, sexuality, race, culture, religion or economic status have the right to enjoy their childhood and pass safely from childhood into adulthood
- This commitment is shared by trustees, staff, students and volunteers working at or with St George's.

Please return this with your expression of interest.

Name: _____

Which telephone/mobile is best you contact you on?

Please supply your email address; this is our preferred means of communication

Postal Address

_____ Post Code _____

Name of childcare qualification if any

Level

Year

I do not have a childcare qualification but am willing to train []

Job Description

Post Title: Early Years Practitioner - Entry Level	Reporting to: Nursery Manager, Deputy and Room Leader
Responsible for: None	Location: All settings
Grade: B1	Post Reference No: CYP8

Purpose of the Job

To support the delivery of high quality nursery provision for babies, young children and their families in accordance with current guidance and legislation. Building relationships with small groups of children and their parents/carers as a Key Worker.

Key Tasks

A. Areas of Responsibility

1. To assist with the delivery of high quality nursery provision for babies and young children on a day-to-day basis, within the area of responsibility as directed by senior staff.
2. To contribute to and support observation, assessment and planning to meet individual children's developmental needs having regard to current guidance and legislation.
3. To keep up to date record on children's progress from your observation and those of others including parents/carers.
4. To be actively involved in children's play opportunities indoors and outdoors, in a way that encourages children to be independent active learners.
5. To assist the SENCO as required by current guidance and legislation for children with identified additional needs.
6. To work in partnership with all parents/carers who use the Nursery, ensuring that their needs and those of individual children are met as far as is reasonable.
7. To support the Nursery Manager in ensuring that all the requirements of Health and Safety legislation, and other relevant guidance and legislation are in place.
8. To share information about children, provided by parents, other team members and professionals. Ensuring that the principals of confidentiality are maintained within current guidance, policy and legislation.

B. People Management

9. To actively contribute to supervisions and appraisals to support your own development and welfare and ensure work plans are delivered and targets met.
10. To ensure that you maintain and update your professional knowledge and skills, keeping up to date with current guidance, policy and legislation.
11. To support the work of any volunteers, students or apprentices within the nursery.

C. Operational and Business Management

12. To support the Nursery Manager to provide accurate up to date information and reports on the progress of the Nursery.
13. To comply with data protection and information sharing systems.

D. Safety, Equality & Diversity, Quality and Safeguarding

14. To comply with current guidance; legislation and the organisations safeguarding policies for children and vulnerable adults and follow procedures as required.
15. To comply with the organisations equality and diversity policy
16. To support any work undertaken by the organisation aimed at maintaining and improving quality.

E. Scope of Responsibility

E1 Responsibility for Supervision, Direction of Employees

There will be no responsibility for other staff but there would be an expectation to give guidance and support to volunteers, apprentices, work experience and trainees, as necessary.

E2 Responsibility for Physical Resources

Day to day maintenance and hygiene of nursery equipment. Routine computer input to maintain files

E3 Responsibility for Budgets

Very occasional use of petty cash within petty cash procedure.

E4 Level of Contacts, Customers and Clients

Regular dealings with parents or carers and children, to meet, greet, settle and make welcome in the relevant setting. Provide routine feedback to parents on children's progress. Very occasional meetings with other childcare professionals both internal and external to discuss the progress of the child. Working within the team to

give and receive information. Undertakes regular observations, and assessments and produce written reports on key children within their care.

E5 Levels of Independence and Initiative

Solely responsible for the daily activity of the children in their care, in line with the appropriate Planning Procedure.

Regular contact with a Room Leader, Deputy or Manager, who are always available for reference purposes.

Most decisions would require the agreement of the Room Leader, Deputy or Nursery Manager.

E6 Working Conditions and demands

Will be expected to work indoors and outdoors in all weathers.

Care for children's intimate needs.

After hours attendance for training/staff meeting on a monthly basis and occasionally for emergencies relating to children. There is a requirement to lift, bend, stretch and carry children.

E7 Knowledge

- Working towards level 2
- Little Early Years Foundation Stage experience
- Developing knowledge and skills within setting.
- Contributes ideas for planning activities
- Contributes to assessments and profiles of key children and completes them under guidance and instruction.

Person Specification for Early Years Practitioner (entry level)

Personal Qualities		Desirable or Essential	<i>How Identified</i>
Education and Training	1) Working towards Level 2 or 3 qualification in Early Years and Childcare. 2) English and Maths GCSE or equivalent 3) First Aid Qualification	D D D	1) Application form and Sight of Certificate 2) Application form and Sight of Certificate 3) Application form and Sight of Certificate
Relevant Experience	4) Experience of working with very young children 5) Experience of working within expectations of Health & Safety, Child Protection and Equal Opportunities	E D	4) Application form and Interview 5) Application form and Interview
Approach to Work	6) Flexible 7) Ability to work within a team 8) Able to work on own initiative 9) Willingness to Learn	E E D E	6) Interview 7) Reference and Interview 8) Reference and Interview 9) Reference and Interview
Attitudes	10) Supportive to the needs of other team members 11) Committed to Equal Opportunities and Social inclusion 12) Committed to the needs of children 13) Commitment to Safeguarding Children	E E E E	10) Reference 11) Reference and Interview 12) Reference and Interview 13) Reference/Interview/Application Form

Job Description

Post Title: Early Years Practitioner - Qualified	Reporting to: Nursery Manager, Deputy and Room Leader
Responsible for: None	Location: Various
Grade: B2-B3	Post Reference No: CYP9

Purpose of the Job

To support the delivery of high-quality nursery provision for babies, young children and their families in accordance with current guidance and legislation. Building relationships with small groups of children and their parents/carers as a Key Worker.

Key Tasks

A. Areas of Responsibility

17. To assist with the delivery of high quality nursery provision for babies and young children on a day-to-day basis, within the area of responsibility as directed by senior staff.
18. To contribute to and support observation, assessment and planning to meet individual children's developmental needs having regard to current guidance and legislation.
19. To keep up to date record on children's progress from your observation and those of others including parents/carers.
20. To be actively involved in children's play opportunities indoors and outdoors, in a way that encourages children to be independent active learners.
21. To assist the SENCO as required by current guidance and legislation for children with identified additional needs.
22. To work in partnership with all parents/carers who use the Nursery, ensuring that their needs and those of individual children are met as far as is reasonable.
23. To support the Nursery Manager in ensuring that all the requirements of Health and Safety legislation, and other relevant guidance and legislation are in place.
24. To share information about children, provided by parents, other team members and professionals. Ensuring that the principals of confidentiality are maintained within current guidance, policy and legislation.

B. People Management

25. To actively contribute to supervisions and appraisals to support your own development and welfare and ensure work plans are delivered and targets met.

26. To ensure that you maintain and update your professional knowledge and skills, keeping up to date with current guidance, policy and legislation.

27. To support the work of any volunteers, students or apprentices within the nursery.

C. Operational and Business Management

28. To support the Nursery Manager to provide accurate up to date information and reports on the progress of the Nursery.

29. To comply with data protection and information sharing systems.

D. Safety, Equality & Diversity, Quality and Safeguarding

30. To comply with current guidance; legislation and the organisations safeguarding policies for children and vulnerable adults and follow procedures as required.

31. To comply with the organisations equality and diversity policy

32. To support any work undertaken by the organisation aimed at maintaining and improving quality.

E. Scope of Responsibility

E1 Responsibility for Supervision, Direction of Employees

There will be no responsibility for other staff but there would be an expectation to give guidance and support to volunteers, apprentices, work experience and trainees, as necessary.

E2 Responsibility for Physical Resources

Day to day maintenance and hygiene of nursery equipment. Routine computer input to maintain files

E3 Responsibility for Budgets

Very occasional use of petty cash within petty cash procedure.

E4 Level of Contacts, Customers and Clients

Regular dealings with parents or carers and children, to meet, greet, settle and make welcome in the relevant setting. Provide routine feedback to parents on children's progress. Very occasional meetings with other childcare professionals both internal and external to discuss the progress of the child. Working within the team to give and receive information. Undertakes regular observations, and assessments and produce written reports on key children within their care.

E5 Levels of Independence and Initiative

Solely responsible for the daily activity of the children in their care, in line with the appropriate Planning Procedure.

Regular contact with a Room Leader, Deputy or Manager, who are always available for reference purposes.

Most decisions would require the agreement of the Room Leader, Deputy or Nursery Manager.

E6 Working Conditions and demands

Will be expected to work indoors and outdoors in all weathers.

Care for children's intimate needs.

After hours attendance for training/staff meeting on a monthly basis and occasionally for emergencies relating to children. There is a requirement to lift, bend, stretch and carry children.

E7 Knowledge

- NVQ level 2 or 3 achieved
- At least one year's experience with at least one age group in an Early Years setting.
- Responsible for planning and delivering agreed activities on a regular basis as supervised by Senior or Room Leader.
- Completing assessments and profiles for key worker children to a good level
- Have developed the competency to sustain mental attention throughout the sessions.

Person Specification for Early Years Practitioner (qualified)

Personal Qualities		Desirable or Essential	<i>How Identified</i>
Education and Training	14) Level 2 qualification in Early Years and Childcare or above. 15) English and Maths GCSE or equivalent 16) First Aid Qualification	E E D	14) Application form and Sight of Certificate 15) Application form and Sight of Certificate 16) Application form and Sight of Certificate
Relevant Experience	17) Experience of working with very young children 18) Experience of working within expectations of Health & Safety, Child Protection and Equal Opportunities	E D	17) Application form and Interview 18) Application form and Interview
Approach to Work	19) Flexible 20) Ability to work within a team 21) Able to work on own initiative 22) Willingness to Learn	E E D E	19) Interview 20) Reference and Interview 21) Reference and Interview 22) Reference and Interview
Attitudes	23) Supportive to the needs of other team members 24) Committed to Equal Opportunities and Social inclusion 25) Committed to the needs of children 26) Commitment to Safeguarding Children	E E E	23) Reference 24) Reference and Interview 25) Reference and Interview 26) Application form/Interview/Reference