



Application Pack

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Woodlands

Woodlands opened in 2017 previously known as Combs Ford Preschool which was located in the Boys brigade hall just behind the Co-op.

Woodland's ethos and principles are:

- To provide a safe, secure and stimulating environment for all-round child development
- To help children develop intellectually through a balance of directed and free choice activities
- Continuity of care for all children and flexible care routines
- To create a stimulating and challenging environment, providing opportunities for learning through play and covering the five key areas
- To encourage children to develop self-control, self-direction and independence.
- To develop self-expression through various activities such as role play, music, storytelling, small world and other forms of play.
- To provide a warm and welcome atmosphere with good staff, child and parent relationships.
- To ensure a safe environment which protects children from harm, abuse and neglect.
- Develop respect for individual and cultural differences.
- Effective use of assessment information to identify needs and plan the next steps for learning and evaluating regularly to meet changing needs.
- High standard of thoughtful and courteous behaviour.
- A good clear concise monitoring and evaluation system and effective use of policies

Person Specification

Early Years Practitioner

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ NNEB/NVQ 3 Childcare or equivalent. ▪ NVQ LEVEL 2 Childcare 	<ul style="list-style-type: none"> ▪ Current first aid ▪ Food hygiene ▪ Safeguarding
Skills	<ul style="list-style-type: none"> ▪ Good written and verbal skills. ▪ Can work as part of a team ▪ Use own initiative 	
Experience	<ul style="list-style-type: none"> ▪ Recent and relevant experience of working with children between the ages of 2 and 4 years old. ▪ Experience of implementing a wide range of activities for young children. 	
Knowledge	<ul style="list-style-type: none"> ▪ Knowledge of the EYFS. ▪ Knowledge of child development, record keeping and observations. ▪ Knowledge of health and Safety ▪ Confidentiality ▪ GDPR ▪ Safeguarding 	
Personal attributes	<ul style="list-style-type: none"> ▪ Ability to work as part of a team. ▪ Willingness to undertake further training and development. ▪ Willingness to attend staff meetings outside normal hours. 	

JOB DESCRIPTION: EARLY YEARS PRACTITIONER

Job Title: - Childcare Practitioner
8am – 6pm Monday to Friday

Reporting To: - Management Team

Job Role: - To work as part of a team, taking direction from the playleaders and management team to provide a safe environment for the children in our care. You will be a key person to some of the children that attend our setting and maintain a stimulating and enjoyable environment.

Knowledge and Understanding of the Setting Policies and Procedures

- Confidentiality
- GDPR
- Health and safety
- Legislation (rules and regulations & EYFS) which underpin our practice.
- Safeguarding

Duties and Responsibilities: -

- Act as a key person to a set number of children
- Knowledge and understanding of the EYFS
- To ensure every child's individual needs are being met
- Observations, accessing and tracking your key children's progress
- Keeping learning journeys up to date and handing out to parents/carers when required
- Liaise with parents/carers in a professional and supportive manner
- Interact with the children during play and enhancing their learning
- To ensure the clean, safe and appropriate care of your key children's personal care routines, including the completion of the necessary paperwork.
- Share your knowledge, understanding and support to any child with Special Educational Needs.

Team working and Responsibilities: -

- Strive for best practice at all times.
- Knowledge and understanding of other members of staff's roles and responsibilities and utilising their knowledge and skills
- Work as part of a team, be respectful, friendly, enthusiastic and support fellow colleagues.
- Be a good role model to colleagues and children
- be dressed appropriately with ID worn at all times
- keep the setting clean and tidy, i.e food prep areas, play areas
- contribute ideas to help improve practice
- be willing to talk to the management team privately regarding any concerns
- Report safeguarding matters immediately to the DLS and ADSL
- Attend staff meetings
- Update your professional development
- Ensure your documentation is kept up to date.

Guidance Notes and Information for all Job Applicants

Please read these notes **before** completing your application form.

The application form is the first stage in the selection process and will be used to assess whether or not you will be invited to progress to further selection stages (e.g. interviews, work-based tests). It is therefore important that you complete the application form as clearly and as fully as possible.

You will have received a job description and person specification enclosed with your application pack. Please read them carefully before completing the application form to assess whether you feel you have the suitable skills, knowledge and experience to undertake the role.

The person specification lists what is required of a candidate to enable them to successfully undertake the role applied for. The requirements for the job are split into 'essential' or 'desirable'. If a candidate does not fulfil the **essential** requirements they will not be selected for interview. Desirable requirements will only be used where there are a number of candidates who meet the essential criteria. Therefore, in your application, you should aim to show how your skills, knowledge and experience meet the requirements as set out within the person specification.

The application form should be typed or written in black ink. CVs are not acceptable as an alternative to completing the application form but you may attach any other relevant information or documents.

Personal Details and Prevention of Illegal Working

Please enter your personal details as fully and clearly as possible so we can contact you about your application. If you require a work permit to work in the UK, or if you are entitled to work under a spouse's work permit, you must advise us of this fact by ticking the relevant box and providing an expiry date. Under Section 8 of the Asylum and Immigration Act 1996 it is a criminal offence for the Company to employ a person aged 16 or over who does not have the right to work in the UK. You will have such a right if you:

- Are a British Citizen or have the right of residence in the UK.
- Are a national of a European Economic Area member state.
- Possess a Home Office or DFEE permission to work.

In order to meet the requirements of the Act we will ask all successful candidates to produce documentation to verify their status. A full list of appropriate documentation will be supplied at this time.

Education

Please include any education or qualifications you have gained in Britain or overseas. Please start with your highest-level qualification first. Please note you may be asked to produce original certificates for any qualifications stated on your application form.

Non-vocational Experience

Please provide any details of non-vocational (i.e., leisure interests) which you feel will enhance your application.

Membership

Please include any membership of institutes or organisations connected with work.

Training Courses

Please provide details of any relevant training courses that you have attended.

References

All appointments are subject to receipt of **two** references satisfactory to the Company. Please give your current or most recent employers as referees. If this is not possible (as you have not been employed before) we will accept references from someone who is able to provide information on your skills and abilities, such as a teacher / lecturer, or colleague within a club.

Referees will be contacted directly if you are shortlisted for interview (unless you have specified on the application form for us not to contact referees until we have spoken to you). Therefore, please provide full details including telephone numbers and e-mail addresses where available. If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment. Prior to making your application, you should ensure that those you have provided as referees are willing to provide you with a reference.

Present / Most Recent Employment

Please continue on an additional sheet of paper if necessary.

Employment History

Please continue on an additional sheet of paper if necessary. If you have never been employed previously, please give details of any work experience you have undertaken. Please ensure that you list all employment you have had to date.

Relevant Experience

This is the most important part of your application. You should relate your skills, knowledge and experience to the criteria listed on the Person Specification by giving examples of where and how you have used the skills required for the role. You can use your experiences, skills and knowledge acquired outside of the work environment if it is relevant to your application. Please continue on a separate sheet if necessary

Health

Please declare all medical issues.

Disability

The Disability Discrimination Act 1995 (DDA) defines a person as having a disability if he / she 'has a long-term physical or mental impairment which has a substantial and long-term adverse effect on his / her ability to carry out day-to-day activities.' Under the Disability Discrimination Act 1995, we are legally required to consider making 'reasonable adjustments' to ensure that disabled people are not disadvantaged in the recruitment and selection process. Therefore, we are committed to making, where 'reasonable', any adjustments you specify on the application form or during the recruitment process. Woodlands positively welcomes applications from disabled people. We will invite all disabled applicants who meet the essential criteria of a post to the next stage in the selection process (usually an interview).

Rehabilitation of Offenders Act and Police Checks

You must give details in this section of any convictions that you may have which are not excluded under the Rehabilitation of Offenders Act 1974. If, however, the duties of this post give you access to children, older people, those with disabilities, learning difficulties and other vulnerable groups, in these cases applicants are not entitled to withhold information about convictions which would be regarded as spent for other purposes. If you are required to fully disclose information about spent convictions due to the nature of the post you will also be subject to a clearance report from the DBS services. This clearance will be sought after selection but before an appointment is made.

Declaration

Please ensure that you sign and date the application form. In signing the form, you are declaring that the information contained on it and any attached documents you choose to provide are to the best of your knowledge factually correct. If you have knowingly provided false information or withheld information you may be dismissed from any post gained as a result.

Data Protection

Woodlands fully complies with terms of the Data Protection Act 1998. The data will only be used for the purposes of recruitment and selection and for monitoring the effectiveness of the Company's equal opportunities policies. The data will not be passed to any third party without your consent, except where the Company is required by law to do so.

Equal Opportunities Monitoring Form

Woodlands aims to provide equality of opportunity and access to services and employment at all levels within the Company. We therefore encourage applications from all minority groups. As an equal opportunity employer, the Company recognises that a number of groups can be disadvantaged because of factors such as ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation. The aim of the Company's Equal Opportunities Employment Policy is to ensure that no job applicant or employee receives less favourable treatment on these grounds, nor is disadvantaged by conditions or requirements which cannot be shown to be justifiable or are irrelevant to the post. Therefore, all applicants are assessed solely on their merits. To help us ensure that our Equal Opportunities Policy is working effectively we ask that you complete the Equal Opportunities monitoring form. The form is confidential and is kept separate from the application form. People who make the selection decisions do not see the Equal Opportunities monitoring form.

Job application

Position applying for		
Name of applicant		
Address		
Postcode		
Phone Number		
Email address		
Do you hold a current clean driving licence?	Yes	No
Are you eligible to work in the UK?	Yes	No
Do you need a work permit to work in the UK?	Yes	No

Education/Professional Qualifications

School Name and Address	Subject(s)	Degree/Diploma or Certificate

Attendance On Training Courses

Course title	Subjects covered	Duration	Qualification Yes/ No

Employment History (current or most recent first)

Use a separate sheet of paper if necessary.

Name address and phone number	Dates – From & to	Position held and brief explanation of duties	Reason for leaving

Can we contact your current employer prior to interview?

Yes/No

Have you had any disciplinary issues in previous or current employment?

Yes/No

RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION

The information you provide in this section is very important in assessing your application. Please give details of your skills, knowledge, qualifications, experience and personal qualities which will support your application for the post, relating them to the requirements of the job as laid out in the enclosed Person Specification.

Please continue on additional A4 sheets if necessary.

Skills / Abilities

Knowledge

Qualifications**Experience****Qualities****Interest / Hobbies****Criminal Convictions**

Any information given will be completely confidential.

Please indicate below any convictions. If you have none please write "None".

References

(this should normally be your present/most recent employer)

Reference 1	
Name & Address	
Email Address	
Telephone Number	
Relationship to applicant	
Reference 2	
Name & Address	
Email Address	
Telephone Number	
Relationship to applicant	

Statement in support of application

Please give the reason for your interest in the post, detailing experience, skills and attributes that you would consider relevant to this position.

By signing this application form you are attesting that all information therein is true and correct to the best of your knowledge.

Signature

Date

Print name