



St Lawrence Pre-School
(North Wingfield) Nursery School Education
Rectory School Rooms, St Lawrence Road, North Wingfield

Application Form for Employment

Dear Candidate

Thank you for the interest that you have expressed requesting information and an application form for our vacancy of Pre-School Assistant.

The closing date for your application to reach us is
24/02/2020

The date of interview for this post is to be confirmed.

This pack contains:

Job Description

Person Specification

Candidate Guidelines

Equal Opportunities Monitoring Form

Application Form

Please email your completed application form to
mail@stlawrencepreschool.co.uk

Or post to;

The Board (recruitment)
St Lawrence Pre-School
Rectory Schoolrooms
St Lawrence Road
North Wingfield
S42 5HX

Should you require proof of receipt of your application, please include a stamped self addressed envelope.

If you do not hear from us within 1 week of the closure for applications please presume you have unfortunately not been selected for the interview process.

For any other queries, please call the Laura, Pre-School Manager.
Tel; 07969479260

The very best of luck, and we hope to see you soon!

St Lawrence Preschool Board

Candidate Guidelines

Introduction

We will decide who to invite for interview, on the information provided in completed applications. Therefore, you should use the Application Form to demonstrate your suitability for the post. Please note that we will only accept curriculum vitae from disabled applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show us how they meet the person specification.

You should complete all parts of the Application Form. If you think some parts do not apply, write N/A (Not Applicable) in the spaces provided.

Please use black ink or type only. This is to make clear and precise the information you are sharing with us. We will not make any assumptions about you, your skills or abilities.

If you don't tell us, we cannot know. Use extra sheets if you wish to provide additional information. Check with your referees that they are happy to support your application before you submit the form to us. It is useful to take a copy of your application form before you return it to us. Applications received after the closing date will not normally be considered, please make sure you send it in on time.

Job Description

You should have received a job description and a person specification within this application pack. The job description lists the job title, salary, purpose and main tasks of the job.

The person specification lists the experience, skills, abilities and knowledge that the successful applicant needs in order to perform the job effectively.

Meeting the Person Specification

This section of the Application form is particularly important. When completing your application you must show how you meet the person specification rather than the job description. The person specification is divided into what the successful applicant must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria). If you do not provide evidence that you meet, at least, the essential criteria, it is unlikely you will be short listed.

Evidence of skills and experience

Experience, skills, abilities and knowledge that you have gained outside paid work are useful and valid, so please tell us about them if you feel they will help you to do the job. For example, if the person specification asks for "good organisational

skills” you may not have gained this experience through paid work. However, you may have developed your organisational skills through involvement in a club or social group.

Whichever way you have gained the experience, skills, abilities, or knowledge mentioned in the person specification, you should tell us about it. Remember, we can only decide to invite you for interview based on the information provided in your application. The successful candidate will be asked to produce the following prior to commencing employment;

A) Qualification certificates (Originals)

B) A birth certificate / Passport

Any false declarations or the production of fraudulent documents will automatically result in the offer of appointment being withdrawn.

Support for completing the application

If you are a disabled applicant and require further information or assistance in completing your application form please contact the office.

We will endeavour to provide facilities where appropriate, to assist a disabled person to help them undertake the job, if appointed. You are therefore, encouraged to identify any requirements in your application in order to assist us in meeting our obligations under the Disability Discrimination Act.

If you would like help completing your application, please contact us before the closing date and we will be glad to help you.

Format and Interviews

Only applicants who have demonstrated that they meet the essential criteria in accordance with the person specifications will be short listed for interview. Under the Disability Discrimination Act, we are prepared to make reasonable adjustments to meet the needs of disabled applicants and employees. This is included in our Equal Opportunities Policy.

If short listed, you will be invited to attend an interview. The Interview panel members will ask you questions and make notes. You will have the opportunity to ask questions about the job and the terms and conditions of service.

DBS Checks

For successful applicants only:

For this position it is a requirement of Ofsted to obtain an enhanced disclosure from the Disclosure and Barring Service Check. The cost of the DBS will be paid by us. The

successful candidate will be required to disclose any convictions, cautions or ones pending.

Medical Questionnaire and Declaration of Health

You will be required to complete a medical questionnaire and health declaration should you be successful. This information is confidential.

References

All offers of employment are subject to receipt of two satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your present or most recent employer. Family members will not be considered as a suitable referee. Both referees must have known you personally for at least 2 years.

Equal Opportunities Monitoring Information

We recruit and select employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. Also, we would like information about your age, gender, marital status, ethnic origin, and disability and religious belief. We then compare, anonymously, who applies, who we shortlist, and who we call for interview. Please complete the enclosed Equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before short listing and interviewing.

Application Form

Post details Pre-School Assistant (Maternity cover) 36.5 hours

Location St Lawrence Pre-School, North Wingfield

Interview Date Monday 24 February 2020

Personal details

Title

Forename(s)

Surname

Address

Telephone - Daytime

Telephone - Evening

Telephone – Mobile

Present or Most Recent Employment

Job Title

Salary

Employed From

To

Notice Required

Employers' Name, Address and Telephone Number

Outline Your Present Duties and Responsibilities

Educational and vocational training

Please give details of relevant qualifications gained and training with dates.

Continue on separate sheet if necessary.

Establishment attended	From	To	Course title/subject	Qualification	Date achieved

Previous employment

Please give details of all previous employment whether temporary, part-time or voluntary, starting with the most recent. Include periods of non employment. Continue on separate sheet if necessary.

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

Experience and supporting evidence

Using the job description and personal specification please enter information regarding your relevant skills and suitability to support your application. You may continue on an extra sheet if necessary.

Absence

How many days sickness have you taken in the last 24 months? Please give brief details of illnesses and dates.

References – Please enter the details of two referees. One referee should be your most recent/current employer.

Referee 1

Name
Address

How do you know them?

How long have you known them?

Can we contact them prior to an offer being made? Yes/No

Referee 2

Name
Address

How do you know them?

How long have you known them?

Can we contact them prior to an offer being made? Yes/No

If no, please note that references will be requested if successful at the interview before we can proceed with your application.

Statement

I declare that I have read and understood the information provided with this application. For the purposes of the Data Protection Act 1998, I consent to the information contained in this form and any information received by St Lawrence relating to subject matter in this form, being processed by them in administering the recruitment process. I understand that any offer of appointment and subsequent employment is dependant upon this declaration and information contained within this application. To the best of my knowledge and belief the information contained on this form is accurate. It is understood that any deliberate false statement or omission may prejudice my employment.

Signed

Date

Equal Opportunity Monitoring Form

In order for us to improve our policies and practice we would like you to help us by completing this form.

Thank you.

Disability - Do you have any long term illness, health problems or disabilities that limit your daily activities? If yes give details.

Gender male / female

Ethnicity

Pakistani
Bangladeshi
Chinese
Indian
Other Asian
Caribbean
Black African
Other black
White British
White Other
Any Other

Age

Up to 20	21 - 25	26 - 30	31 - 40
41 - 50	51 - 60	61 - 65	65 +

Recruitment source

Where did you hear about this vacancy?

JOB DESCRIPTION

Job Title: PRE-SCHOOL ASSISTANT (Maternity cover)

Salary: £13,658 per annum.

Hours of Work: 36.5 hours - Between 8am – 4.30pm Monday to Friday
(term time only)

Responsible to: Pre-School Manager

Responsible for: The children

Purpose of the job: To take an active role in the running of the Pre-School, interacting with the children and ensuring their safety and well-being.

Main duties:

1. To give input into the overall curriculum.
2. To help set up the play areas in line with the planning, and to assist in the tidying away at the end of each session.
3. To act as a key worker to a group of children, ensuring each child's needs are recognised and targets are put into place to help them meet those needs.
4. To carry out observations and assessments and produce reports and development folders for key children.
5. To liaise with parents/carers about their children and with external agencies when needed.
6. To help with the teaching of children; offering an appropriate level of support and stimulation.
7. To take turns to plan and organise weekly activities, meeting children's needs and the EYFS curriculum.
8. To attend and contribute to all staff meetings and to take appropriate action on decisions made.
9. To attend in-service training courses and meetings as required
10. To keep confidential any information regarding the children, their families, or other staff which is learned as part of the job.
11. To inform the manager of any concerns, regarding children, parents or the safety of equipment, preserving confidentiality as appropriate.
12. To take on an area of responsibility e.g. health and safety, behaviour management, SENCO etc.
13. To adhere to all policies and procedures of the Pre-School and contribute to discussion around updating and developing them.
14. To contribute to other activities that are required as part of the running of the pre-school.

15. To work in co-operation with and communicate to the staff team, sharing ideas and helping to put these into practice when agreed.
16. To give medicine to their key children when needed, adhering to Pre-School policy (after medical training if necessary).
17. To give full attention to safety issues at all times in line with our Health and Safety policy.
18. To treat each child and parent fairly, as an individual, and deal with them on the basis of their needs and interests, not on the basis of race, sex, culture or disability.
19. To undertake any other duties as required by the manager commensurate with the nature and grade of post.

PERSON SPECIFICATION

Essential criteria

- NVQ 3 or equivalent
- Commitment to equal opportunities and confidentiality
- Commitment to young children and their families
- Excellent interpersonal and communication skills
- Friendly, flexible approach
- Ability to work as part of a team
- Willingness to learn
- Willingness to attend training courses and staff meetings
- Good organisation skills
- To work on own initiative and ability to cope under pressure

Desirable criteria

- Good Understanding of child development/curriculum aspects.
- First Aid certified
- Knowledge of the required Health and Safety and EYFS standards in the industry
- Experience of being a key worker
- Proactive approach when dealing with children