



## Recruitment Pack

# Post of Early Years Childcare Practitioner





## Welcome

Hello

Thank you for your interest in working with us at Footsteps Nursery.

We're an enthusiastic and energetic team who are passionate about early years education and are committed to ensuring every child reaches their full potential. The role of Childcare Practitioner will give you the opportunity to provide the highest standard possible of early years care and education.

We are looking for someone who combines their knowledge of the Early Years Foundation Stage (EYFS) with a desire to provide high quality early years education and care for all children. If this describes you, we look forward to hearing from you.

For an informal chat about the role and our organisation, please call the nursery office on (01900) 872011, extension 4.

Kind regards

**Linda Street**  
Nursery Manager



## About Footsteps Nursery

Footsteps Nursery is owned by Westfield Housing Association; a small charitable housing association based in the Minto Centre, Westfield, Workington. The Association is committed to enhancing and improving the services it delivers and as part of this commitment provides half price childcare for their tenants and staff. Footsteps Nursery has the capacity to care for 108 children per session. The children are cared for by highly qualified, experienced early years professionals, in an environment which has been carefully designed to meet the needs of all children in our care. There are opportunities for children to explore, create and solve problems. Space, both indoors and outdoors where they can work alone or together. We operate a Key Worker system, providing each child with his/her special adult ensuring consistency of care.

Here at Footsteps Nursery, we believe that every child deserves the best possible start in life. We adhere to the Statutory Framework for the Early Years Foundation Stage 2017 which is a mandatory framework for all early year's providers and seeks to provide quality, consistency and a secure foundation through learning and development, partnership with parents and equality of opportunity.



## Guidance Notes for Job Applicants

To apply for the role of Childcare Practitioner, please provide a CV and a statement on why you are the person we are looking for.

Please also complete and return the Equality and Diversity Monitoring Form, Declaration Form and Privacy Notice along with your CV and statement to [enquiries@footstepsnurseryworkington.com](mailto:enquiries@footstepsnurseryworkington.com) or post to The Nursery Management Team, Footsteps Nursery, the Minto Centre, Nilsson Drive, Westfield, Workington, Cumbria CA14 5BD.

**Please ensure your CV includes:**

### Contact Details

- Full name and address
- Telephone number
- Email address

### Employment History

- Give details of current and previous employment. Please include the employer's name and address, your job title and main duties, the dates of your employment and your reason for leaving. Please also explain any gaps in your employment history.

### Education and Training

- GCSE, A-Level or equivalent, degree, professional qualifications or further education
- Any current studies
- Any professional titles and professional bodies you are a member of
- Any courses attended which are relevant to the post

### Other information

- Any outstanding disciplinary matters or other information you feel is relevant
- References – we require satisfactory references covering the last three years and must include your current and any previous employers during this period. If this is not possible, use people you have known in other settings eg head teacher, form teacher, family doctor, but not friends or relatives)
- We will need confirmation you are legally entitled to work in this country.
- We will need you to complete a pre-employment medical questionnaire.



## Job Description

### Position:

Early Years Childcare Practitioner

### Responsible to:

Nursery Manager

### Purpose of Position

- To provide support throughout the nursery as required.
- To share responsibility for the overall well being of all children within the setting.
- To provide input to planning and evaluation.

### Specific duties:

- To act as a Key Worker in the delivery of activities and maintaining a safe, caring environment.
- To support and implement the 'Early Years Foundation Stage'.
- To ensure that all provision is informed by and is consistent with the 'five outcomes set out in 'Every Child Matters' and given a statutory basis in the Children Act 2004.
- To prepare, maintain and provide good quality materials and resources for the children's use, providing a rich stimulating environment both indoors and outdoors, for a range of child-initiated and adult-initiated activities in all six areas of learning.
- To observe and monitor individual children and contribute to their personal profiles.
- To provide a warm welcome to all children, parents and carers actively promoting parental involvement in their children's learning.

- To ensure that all children, parents/carers experience a sense of belonging.
- To ensure that each child feels valued as an individual and develops a positive self image.
- To demonstrate a sensitive approach to equal opportunities, cultural and religious variations.
- To observe confidentiality.
- To act in line the Safeguarding Policy and Procedure in all aspects of your work.
- To contribute to and actively promote a safe, clean, well maintained environment with particular regard to risk assessment.
- To administer first aid and be responsible for recording incidents in accordance with Ofsted standards.
- To assist children with and promote a high standard of personal hygiene including dental hygiene.
- To actively promote the healthy eating policy adopted by the setting, with particular regard to children's snacks.
- To attend and participate in meetings as required by the Nursery Manager.

#### **General Obligations:**

- To promote a caring, helpful, unbiased attitude towards children, parents/carers and members of the wider community.
- To play a role in the "team approach" throughout, providing cover for absent colleagues as may be required.
- To implement the Nursery's equality and diversity policy in all aspects of the post-holder's work and in dealing with outside bodies.
- To carry out the post-holder's responsibilities in relation to health and safety. Undertaking all duties in a manner that takes care of their own health and safety and that of others who may be affected.
- To carry out any reasonable duties, which may be identified by the Nursery Manager.
- The Nursery operates a "No Smoking" policy throughout the building and all outdoor areas.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out duties from time to time which are broadly consistent with those in this document.



## Person Specification

### Early Years Childcare Practitioner

Qualifications/Training/Competencies	Essential	Desirable
Minimum Diploma/Level 2 <b>childcare qualification</b> or equivalent, as listed on the <a href="#">Early years qualifications achieved in the United Kingdom - GOV.UK (www.gov.uk)</a>	E	
Experience of working with children age 0-3 years		D
Current First Aid Certificate		D
Food Hygiene Certificate		D
Relevant Safeguarding Children training		D
ICT literate		D
GCSE Grades C – A in Maths and English		D
<b>Knowledge</b>		
Familiar with the EYFS Welfare requirements		D
A sound understanding of equality and diversity	E	
Familiar with the Early Years Foundation Stage	E	
Demonstrate knowledge of child development in order to understand children's reactions and interactions.	E	
<b>Skills and Abilities</b>		
Good verbal, written, communication and inter-personal skills	E	
Experience of using IT applications		D
An ability to liaise effectively with staff to ensure continuity of care for all children	E	
An ability to work as part of a team	E	
An ability to respect and maintain confidentiality	E	
Flexible, adaptable, calm approach	E	
Well organised	E	
An ability to travel	E	D
<b>Personal Skills</b>		
To be aware of own performance and participate in in-service training		D
An ability to form and maintain effective working relationships as part of the nursery team and within the whole centre	E	
Commitment to personal development	E	



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## Further Information

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- Your hours of work will be worked flexibly in line with the rotas Monday to Friday between 7.15am and 7.00pm. You may also on occasion be required to work additional hours for which you will be paid. This is to fulfil the needs of the service provided by the Nursery, to cover for staff absence, to attend staff meetings, training events, supervision & appraisal etc.
- Part-Time hours vary eg 25, 30, 35 hours per week and can be mutually agreed.
- You are employed to work 52 weeks per annum.
- Annual leave entitlement is 5 weeks, plus 3 nominated days to be taken at the Christmas/New Year period plus statutory bank holidays. The nursery is closed over the Christmas and New Year Period with staff usually taking a combination of the 3 nominated days, statutory bank holidays and some annual leave if requested. An additional one day will also be granted for each completed year of service up to a maximum of 5 extra days. (All the above is pro-rata for part-time staff.)
- All qualifying employees to be auto enrolled into a qualifying scheme. Westfield HA is currently using the Social Housing Pension Scheme managed by TPT Retirement Solutions. Within the Nursery the employee contribution rate is a minimum of 5% of salary with the Association contributing 4% this gives a total contribution of 9%.
- Half price childcare within the Nursery is offered to staff.
- Free on-site car parking and uniform provided.
- Other benefits included: Retail discount scheme, Free flu jabs and Employee Assistance Programme (24/7 confidential support for wellbeing and health)
- Free on-site car parking and uniform provided.
- A copy of the Equality, Diversity & Inclusion Policy is available on our website.