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**Busy Buddies Day Care Nursery requires a Qualified Nursery Practitioner**

The nursery caters for children between six weeks and five years old, 5 days per week all year around. We have the nursery building and our own forest school onsite. The Nursery is in the Grounds of Puxton park and will be utilising the outdoor environment as a core resource for the children’s play and learning.

The vacancy could potentially be either full or part time for the right candidate.

Salary**:** TBA

You must:

* Hold a full and relevant Level 3 qualification
* Be flexible and creative and have the commitment to provide first class childcare
* Have the ability to promote good practice in a professional manner
* Have good organisational skills.

You will:

* Enthusiasm and commitment
* A real desire and capability to achieve the highest standards in childcare
* Your childcare qualification (Level 3 in Early Years Childcare and Education or equivalent) should be supported by at least two years post qualifying experience of working with children (Qualifications and experience should be applicable to the job)
* Have a working knowledge of the Early Years Foundation Stage Pre-birth to 3, Operate a key person system and liaise with parents, carers, and senior staff
* Plan, organise and implement a programme of activities to meet the needs of this age group and each individual child’s needs and interests
* Work as part of a highly motivated and professional team.

Closing date for applications: 23rd October 2020

Apply by completing an application form and attaching a CV, available by contacting Chris Bristow on 07825 221417 or at busybuddiesdaycare@btinternet.com

**Please note the successful candidate for this position must undergo \*an enhanced DBS check**

Busy Buddies Day Care LTD Nursery is an Equal Opportunities Employer

Thank You for your enquiry to work with the Busy Buddies Daycare team.

Phase one of the Nursery is still under construction and is due for completion early August and will open fully for the start of the September term. We are looking for a dedicated childcare practitioner with at least a Level 3 Childcare qualification and experience of working with young children. We currently have a small but very experienced team and we look forward to welcoming a new team member.

Please find attached a Job Description, Application form and an equal opportunity monitoring form. If you could complete the application form and the equal opportunities monitoring form and attach an CV then return via email to busybuddiesdaycare@btinternet.com by Monday 27th July, ready for the selection process and interviews to take place shortly after.

If your application is successful, we will contact you by the 30th October to arrange for the interview stage.

We look forward to receiving your full application.

The Busy Buddies Team

# Job Descriptions: Nursery Practitioner

**Job title:** Nursery Practitioner

**Purpose of post**

* To provide a high standard of physical, emotional, social and intellectual care for all children in the nursery
* To ensure all children are safeguarded and their welfare and safety is promoted
* To give support to other team members throughout the nursery
* To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop.

**Key areas**

* Work with and support children
* Work as part of a team
* Build and maintain strong partnerships with parents.

**Responsible to**

Nursery Manager/Team Leader

**Duties and responsibilities**

* Operate a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members
* To keep records of your key children’s development and learning journeys and share this with parents, carers and other key adults in the child’s life
* To follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure
* Support all staff and engage in a good staff team
* Liaise with and support parents and other family members
* To be involved in out of working hours activities, e.g. training, monthly staff meetings, parent evening, fundraising events etc.
* To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
* Work alongside the Manager and staff team to ensure that the nursery’s philosophy is fulfilled
* Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager
* Recording accidents in the accident book. Ensure the Duty Manager has initialled the report before parents receives it
* Look upon the nursery, as a “whole” where can your help be most utilised? Be constantly aware of the individual needs of all children
* Ensure someone known and agreed by the nursery and parent collects the child
* To respect the confidentiality of all information received.
* Support the Forest school environment.

**Specific childcare tasks**

* The preparation and completion of activities to suit each individual child's stage of development and interests
* To develop your role within the team especially with regard as a key person
* To ensure that mealtimes are a time of pleasant social sharing
* Washing and changing children as required
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times
* Ensuring a poorly child is kept calm and warm and management is notified immediately
* To develop and maintain strong partnerships and communications with parents/carers to facilitate day-to-day caring and early learning needs
* To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history
* To be able to work in a forest school environment
* To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.

# A close up of a sign Description automatically generatedEmployment / Volunteer Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRIVATE and CONFIDENTIAL** | | | | | | | | | | | | | | |
| Applications are invited from all candidates. | | | | | | | | | | | | | | |
| Post applied for: | |  | | | | | | | | | | | | |
| Nursery name: | |  | | | | | | | | | | | | |
| Full name:  Title: | |  | | | | | | | | | | | | |
| Address:  Postcode: | |  | | | | | | | | | | | | |
| Tel no:  Email Address: | |  | | | | | | | | | | | | |
| Where did you see this vacancy advertised? | | | | | | | | | | | | | | |
| **EDUCATION** | | | | | | | | | | | | | | |
| **Establishment name** | **From** | | | | | **To** | | | **Qualifications awarded** | | | **Grade/result** | | |
|  |  | | | | |  | | |  | | |  | | |
| Please give details of relevant courses you have attended (including dates of attendance). | | | | | | | | | | | | | | |
| **WORK HISTORY**  Please list your present or most recent employer first | | | | | | | | | | | | | | |
| **Name and address of employer** | | | | **From** | **To** | | **Job title and brief details of duties** | | | **Reason for leaving (if applicable)** | | | | |
|  | | | |  |  | |  | | |  | | | | |
| **FURTHER INFORMATION**  (continue on another sheet if necessary) | | | | | | | | | | | | | | |
| Please indicate your reasons for applying for the post. You are also invited to give here any additional information, which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, memberships of voluntary organisations etc. | | | | | | | | | | | | | | |
| **REFERENCES**  Please give names, addresses and telephone numbers of two referees, one of whom should be your present/most recent employer. Please state in what capacity you know the referees. References will be taken up, after you have accepted an offer of employment, unless you indicate that we can approach your preferred referees prior to this. | | | | | | | | | | | | | | |
| Ref 1:  Can we approach this referee prior to interview/job offer? (circle) | | | | | | | | Ref 2:  Can we approach this referee prior to interview/job offer? (circle) | | | | | | |
| Yes | | | No | | | | | Yes | | | No | | | |
| **DECLARATION** | | | | | | | | | | | | | | |
| **1.** I declare that that I have not been convicted of any criminal offence, received cautions or written warnings spent or otherwise (the post is exempt from the provisions of the Rehabilitation of Offenders Act). Please note, all job offers will be subject to enhanced DBS checks (England and Wales)  **2.** I confirm I am eligible to work in the UK.  **3.** Staff Suitability Declaration  Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment. | | | | | | | | | | | | | | |
| **Please circle yes or no against each question:** | | | | | | | | | | | | | | |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure? | | | | | | | | | | | | | Yes | No |
| Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence either before or during your employment at this setting? | | | | | | | | | | | | | Yes | No |
| Have you lived or worked abroad? | | | | | | | | | | | | | Yes | No |
| Are you ‘Disqualified for Caring for Children’ ? | | | | | | | | | | | | | Yes | No |
| * Have you committed any offences against a child? | | | | | | | | | | | | | Yes | No |
| * Have you committed any offences against an adult (e.g. rape, murder, indecent assault, actual bodily harm etc.)? | | | | | | | | | | | | | Yes | No |
| * Have you been barred from working with children (DBS?) | | | | | | | | | | | | | Yes | No |
| * Have your own children been taken into care? | | | | | | | | | | | | | Yes | No |
| * Have/are your own children the subject of a child protection order? | | | | | | | | | | | | | Yes | No |
| * Has your name been placed on the DBS? | | | | | | | | | | | | | Yes | No |
| Do you have any medical conditions that could affect your ability to care for children? | | | | | | | | | | | | | Yes | No |
| Do you have any special requirements to enable you to attend an interview? | | | | | | | | | | | | | Yes | No |
| Are you taking any medication on a regular basis or any other substances that could affect your ability to care for children? | | | | | | | | | | | | | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If you have answered YES to any of the questions, please provide further information below: | | | | |
| If appointed,   * I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability * I will ensure I notify my employer of any convictions, cautions, court orders, reprimands or warnings I may receive * I am aware that if I am taking medication on a regular basis, I must notify my employer, and must keep the medication in a safe place, out of reach of children * I will ensure I notify my manager if I experience any health concerns which could impact upon my ability to work with children * I give permission for you to contact any previous settings, local authority staff, the police, the DBS or any medical professionals to share information about my suitability to care for children.   **4.** I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action or dismissal.  Any personal data provided by candidates during the recruitment process will be treated in accordance with our Privacy Notice which can be found on the website at www.busybuddiesdaycare.co.uk | | | | |
| Signature: |  | | Date: |  |
| **FOR PERSONNEL/SHORTLISTING COMMITTEE USE ONLY** | | | | |
| Shortlist/decline with reason: | |  | | |
| Date of interview: | |  | | |
| Panel members: | |  | | |

# Equal Opportunities Monitoring Form

Busy Buddies Day Care Ltd strives through its policies and practices to achieve equality of opportunity in employment and the fair treatment of all its employees. We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, religion or belief, marital or civil partnership status, gender, gender reassignment, age, sexual orientation, sex, ethnic or national origins, pregnancy or maternity, or family responsibility.

You are under no obligation to provide the following information but by completing this form you are helping us to monitor that our policy is put into practice. Your answers will be treated in strictest confidence, will not be divulged to any person involved in the selection process and will not affect your job application in any way.

Please return this form with the application form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you? | Male | Female Other | | Date of birth: | |
| Are you? | Married  single  co-habiting widowed |  |  | | |
| **I would describe my ethic origin as:** | | | | | |
| White: | | | | | |
| British | | | | |  |
| English | | | | |  |
| Scottish | | | | |  |
| Welsh | | | | |  |
| Irish | | | | |  |
| Other, please specify: | | | | |  |
| **Mixed:** | | | | | |
| White and Black Caribbean | | | | |  |
| White and Black African | | | | |  |
| White and Asian | | | | |  |
| Other, please specify: | | | | |  |
| **Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:** | | | | | |
| Indian | | | | |  |
| Pakistani | | | | |  |
| Bangladeshi | | | | |  |
| Other, please specify: | | | | | |
| **Black, Black British, Black English, Black Scottish, or Black Welsh:** | | | | | |
| Caribbean | | | | |  |
| African | | | | |  |
| Other, please specify: | | | | |  |
| **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or other ethnic group:** | | | | | |
| Chinese | | | | |  |
| Other, please specify: | | | | |  |

Do you have a disability? Yes/No

Do you require any special facilities/arrangements at interview? Yes /No

(If you indicate yes, we will discuss these requirements with you if you are selected for interview)

Signature: ………………………………Name (please print):……………………………..