



Dear Applicant

Thank you for your interest in the Early Years Practitioner position at Portchester Day Nursery. We are located at Castle Street. Our provision caters for children aged 3 months until school age.

We are seeking to appoint an energetic individual to join our professional friendly team. The successful candidate will need very good interpersonal and communication skills and have a passion for Early Years. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the settings are welcome as well as informal discussions to support and inform your application. Please contact Miss Lindsey Seaborne through the email: [childcare@portchester.hants.sch.uk](mailto:childcare@portchester.hants.sch.uk)

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle  
Headteacher



**Portchester Day Nursery**  
**Level 3 Qualified Early Years Practitioner**  
**Permanent. Full-time**  
**37 hours per week. 52 weeks per year**  
**We are open 7.30am – 6pm**  
**We are closed between Christmas and New Year as well as bank holidays**  
**Grade B Salary: £22,737 to £23,058 p.a.**  
**Start date: As soon as possible**  
**Closing date for applications: Noon on Friday 17 May 2024**

The successful applicant will be highly motivated, enthusiastic about working with children, caring, kind and eager to provide children with the highest level of experiences based on our ethos of learning through play.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

<b>Specification</b>	<b>Requirement</b>
Experience working within the Early Years sector and a good understanding of child development	Essential
A good understanding of the importance of planning, assessing and evaluating key children's development. Liaising with parents regarding their children's development. Identifying when children are displaying characteristics of delay and may need additional support either within the setting or from outside agencies e.g., portage, speech and language, Paediatrician etc	Essential
To participate towards creating a desirable environment to enhance the children's experiences and encourage investigation and exploration	Essential
To have an excellent understanding of 'How to keep children safe' protect them from harm, follow safeguarding procedures and maintain a professional manner. To follow daily procedures regarding risk assessments and recording of accidents and injuries. To follow procedures for children with allergies and medical conditions and adhere to children's health care plans	Essential
To have excellent understanding of confidentiality and apply this within your role	Essential
To Maintain high standards of cleanliness and hygiene within the setting. To ensure children are kept clean and are assisted and encouraged to have high standards of self-help skills e.g. clean faces, hands, assist with toileting and nappy changing	Essential
To welcome parents and carers and build good professional relationships, to show care and respect for children's property	Essential
To work within a team, have professional communication skills and be able to use your initiative	Essential

The candidate must be kind, caring, compassionate and have a calming nature	Essential
The candidate must be enthusiastic and willing to join in with the planning of events such as fundraising, summer and Christmas fayres, graduation parties etc	Essential
Paediatric First Aid Trained	Desirable
Holder of a current driving licence	Desirable

An Application Pack can be downloaded from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the 'About Us' menu, or email: [campus@portchester.hants.sch.uk](mailto:campus@portchester.hants.sch.uk) or please call the community team on 023 9236 4399 (2pm to 7pm). If you would like to book for a tour prior to application or interview, please contact us for an appointment.

Please email your completed application to [campus@portchester.hants.sch.uk](mailto:campus@portchester.hants.sch.uk) Please return the equalities monitoring form in line with the details shown on the form.

Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will be completed on all shortlisted candidates as part of the recruitment process.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD.



**Headteacher:** Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

**T:** 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk)

<b>Details about the post: Level 3 Qualified Early Years Practitioner</b>	
<i>Salary:</i>	Grade B, Full Time Salary £22,737 to £23,058 per annum
<i>Contract Type:</i>	Permanent. 37 hours per week, 52 weeks per year (Full Time) – working flexibly.
<b>Safeguarding of pupils:</b>	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
<b>Context for the vacancy:</b>	
<i>Start date:</i>	As soon as possible.
<b>Terms and conditions:</b>	
<i>School statement:</i>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
<b>Equalities Statement:</b>	
<i>School statement:</i>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training, and promotion of staff, and in all dealings with students and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will always operate within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>
<b>Information about the recruitment and selection process:</b>	
<i>Closing date for applications</i>	Please email your completed application form to campus@portchester.hants.sch.uk by noon on Friday 17 May 2024. If you intend to email the equality monitoring form, please send in a separate email to campus@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'.

	<p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: <a href="mailto:campus@portchester.hants.sch.uk">campus@portchester.hants.sch.uk</a></p>
<i>Interview date:</i>	TBC

<b>Employment checks required:</b>	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

*If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.*

*School policies including the Recruitment Policy and Equality Policy are available on request.*



## **APPLICATION GUIDE**

### **Vacancy Details**

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

### **Job Description**

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

### **Person Specification**

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

### **The Application Form**

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

### **Application Process**

Once completed, please send your application form for the attention of Mrs Carol Mertens, Community Manager, to arrive by the deadline specified in the advertisement and Vacancy Details information. When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email ([recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)), or via the school on 023 92 364399.

### **The Short-listing Process**

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

### **The Interview Process**

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

### **References**

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g., Headteacher.

### **Offers of Appointment**

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

### **Statement on Safer Recruitment**

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) **HYPERLINK**  
"<http://www.portchester.hants.sch.uk/>" **HYPERLINK** "<http://www.portchester.hants.sch.uk/>"  
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### **What to bring to interview**

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

**Successful    Confident    Responsible**

**Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**



## Local List of Duties

### Early Years Practitioner

Role Profile; 2087

Full time; 37 hours per week, 52 weeks per year

Salary; £22,737 to £23,058

#### Person Specification

Specification	Requirement
A passion for working within the Early Years sector and a good understanding of child development. To be enthusiastic, energetic, and fun.	Essential
To have excellent communication and build good partnership with parents, maintaining a professional manner at all times.	Essential
To be able to follow directions and daily routines, planning, assessing and tracking their key children. Having good knowledge and understanding of the EYFS.	Essential
To work within a team creating a stimulating environment for the children with a wide range of age appropriate activities.	Essential
To be able to use your initiative on a daily basis, being pro-active and organised.	Essential
To maintain confidentiality to the highest of levels and have a good understanding of safeguarding children and record keeping.	Essential
To adhere to policies and always maintain confidentiality.	Essential
Paediatric First Aid Trained	Desirable
To follow daily procedures regarding risk assessments and recording of accidents and injuries. To follow procedures for children with allergies and medical conditions and adhere to children's health care plans.	Essential
Holder of a current driving licence.	Desirable
To Maintain high standards of cleanliness and hygiene within the setting. To ensure children are kept clean and are assisted and encouraged to have high standards of self-help skills e.g. clean faces, hands, assist with toileting and nappy changing.	Essential
To be a good role model.	Essential

#### Working with children (90% of time)

- Working within a team to ensure the operational day runs to the highest of levels.
- Modelling good behaviour for children such as hygiene and fostering self-help skills.
- Planning and setting up activities for the children.
- Playing alongside the children.

- Directing and planning small group activities.
- Targeted activities for individual children to promote progression in a child's development. Observe, plan, and assess.

#### Best practice (5% of time)

- Ensuring all policies and procedures are followed to keep children safe.
- Assisting with daily risk assessments to ensure the setting is safe.
- Clean, tidy work environments, looking forward to ensure that routines are kept.

#### Communication (5% of time)

- Liaising with parents at collection and drop off (developing parent partnership).
- Working with colleagues to ensure communication is of an excellent standard.
- Child centric communication.

#### COMPLIANCE

- Compliance with relevant legislation e.g. H&S, Fire regulations, GDPR.
- Complete statutory training including paediatric first aid.



## **Job Hazard Form**

This form highlights hazards related to the role that could pose a risk to the post holder.

### **Role Title: Early Years Practitioner**

#### Manual Handling

The types of manual handling operation involved in this role are *objects*.  
These manual handling operations are required on a *frequent basis*.  
The weights involved in these manual handling operations are *up to 6-10kg*.

#### Display Screen Equipment

This role will not require the postholder to be a Display Screen Equipment User.

#### Job Characteristics

Infectious diseases – working with children and children's hygiene.

#### Work Equipment/Machinery

This role does not involve working with machinery.

#### COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to use hazardous substances for cleaning purposes.

*Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible*



Dear Applicant

### **Equality Monitoring**

Thank you for your interest in the Childcare Assistant vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy, it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle  
Headteacher



### **Disclosure and Barring Service Policy Statement**

Portchester Community School complies fully with the [Disclosure and Barring Service Code of Practice](#). We undertake to treat all applicants fairly and not to discriminate against anyone on the basis of conviction or other information provided.

Having a criminal record will not necessarily prevent an individual from being employed by a Hampshire County Council school. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.

Portchester Community School recognises that access to criminal record information has to strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy and the rights of ex-offenders to become rehabilitated into society.

We also use the Disclosure and Barring Service to support Hampshire County Council's corporate aims, specifically its commitment to ensuring that children and vulnerable groups are protected from harm with their welfare at the forefront of the Council's work.

We undertake to ensure that confidential and sensitive information about an individual's criminal record is handled fairly and properly and in accordance with the relevant legislation.

The policy statement will be reviewed at least annually.

Date: September 2022

**Successful    Confident    Responsible**

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