



### APPLICATION FOR EMPLOYMENT

Dear Applicant

Thank you for your interest in the position of nursery practitioner in our nursery. We are seeking to appoint an appropriately qualified, practical, dedicated and responsible individual who enjoys spending time with young children. If you exude warmth and compassion and possess a sense of humour this is the right job for you. Our nursery prides itself on creating a caring, safe and supportive environment where every child is treated as an individual.

To enable us to further improve standards and achieve ‘outstanding’ status, we expect the successful candidate to demonstrate a commitment to the provision of high-quality childcare and a solid knowledge of the foundation curriculum with a positive approach to learning and acquiring new skills.

If you feel that you have the appropriate experience and skill set and would like to discuss this position further (and/or arrange to visit the nursery) don’t hesitate to contact the Nursery Office on 07305866370.

We look forward to receiving your application.

**Yours faithfully**

**Board of Trustees**

Safer recruitment practice aims to minimise the risk of appointing an individual who is unsuitable to work in a post where they will be in contact with children or vulnerable adults and could cause them harm. Taqwa Nursery is fully committed to the principles of safer recruitment.

Our selection processes observe best practice in selecting the appropriate candidate by ensuring equality of opportunity for all applicants whilst excluding any who may be unsuitable to work with our children. All candidates are expected to understand their own duties and responsibilities in regard to child protection and safeguarding with due relevance to the specific post advertised.

The Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and to prevent unsuitable people from working with vulnerable groups, including children. It is a criminal offence to offer (or indeed to apply for, or to accept an offer of) employment in certain designated posts (those which involve working with children in what is defined as regulated activity) to a barred individual.

Accordingly, some or all (depending on the precise role) of the following steps will be taken as part of the recruitment processes:

•Confirmation of identity by sight of original official documents (Birth Certificate, Passport etc.)

•Confirmation of professional qualifications (those required to fulfil the post) by sight of original documentation

•Full scrutiny of employment history with clarification to be sought (from candidate or referees as appropriate) in the event of identified gaps or discrepancies

•Satisfactory references - a minimum of two written references (one of which must be from most recent employer) will be taken up prior to interview

•The identity of all referees must be open to verification

•Undertake the relevant checks required of the

 *Disqualification/’Disqualification by Association’ requirements relating to childcare under the ‘Childcare (Disqualification) Regulations 2009’.*

In accordance with DBS regulations all candidates for relevant posts are required to provide details of any relevant unspent convictions. Additionally, for those posts involving “regulated activity”, all 'spent' convictions must be disclosed under the Rehabilitation of Offenders Act 1974.

•An enhanced DBS check will be requested for appointments to all relevant posts

•For those involved in ‘regulated activity’ this will include an additional check of the Children’s Barred List.

Any conditional offer of appointment will be made strictly subject to receipt of all required documentation (as specified) and satisfactory verification of all checks as above.

 **Post Title**

**Prime Objectives of the post**

* To work under the direction of the manager to provide a high standard of physical, emotional, social and intellectual care for children placed in the nursery and also to give support to other staff in the nursery setting.
* To assist in the organisation and day to day running of the nursery.

**Main duties and responsibilities**

•To plan and implement effectively, in conjunction with other staff, a programme of activities which is suitable to the age range of children in the nursery to their physical, intellectual, emotional, social and moral development

•To provide a broad, balanced, stimulating and differentiated curriculum that meets each child’s needs

•To contribute to the preparation, delivery and evaluation of learning experiences

•To support the manager in the overall observation, assessment and recording of the development of individual children, with reference to the nurseries policies, Foundation Stage and Ofsted regulations

•To plan and implement group activities for both indoor and outdoor learning areas

•To develop good relationships with children and parents/carers and to participate in information evenings

•To maintain positive relationships between home and nursery by encouraging and promoting parental involvement in a range of nursery activities and daily informal contact

•To maintain appropriate records including individual child plans

•To administer first aid and be responsible for the welfare of all nursery children

•To implement nursery safeguarding procedures as appropriate, including monitoring children at risk and reporting any concerns to the designated safeguarding lead

•To assist in the preparation of teaching materials and displays within the nursery

•To ensure health, safety and hygiene are maintained during all activities, both inside and outside the nursery

•To be responsible for ensuring that resources and equipment are safe to use and that any requirements for maintenance are reported to the manager/caretaker

•To be responsible for ensuring that any transactions on the nursery fund are correctly recorded with appropriate evidence

**General**

•To establish productive working relationships with children, acting as a role model and setting high expectations for behaviour and learning

•To further support the climate for learning, improve the school’s ethos and maintain our culture of achievement and high expectation

•To attend and contribute to Foundation Stage and Nursery Team meetings

•To take part in any CPD activities and appraisal activities appropriate to the role

•To undertake any other professional duties as required by their line manager

The post holder will be required to subscribe the DBS Update Service.

**How to apply:**

Please read the person specification carefully.

You must ensure that you address the person specification criteria when completing the application form giving examples where appropriate.

Legend to criteria:

**E** -Essential **D** –Desirable **I** - How identified

Identification:

**A** - Application Form **I** – Interview **E** – Exercise **R** - Reference

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| --- | --- | --- | --- |
| **Knowledge & Skills****(including any Relevant Qualifications)** | **E** | **D** | **I** |
| Level 3 Childcare qualification or equivalent |  |  | A |
| GCSE math’s and English Grade C or above or equivalent qualification |  |  | A |
| Knowledge of the EYFS curriculum |  |  | A/I |
| Excellent oral and written communication skills |  |  | A/I/E |
| Ability to carefully supervise and direct groups of children within a quiet learning environment |  |  | A/I |
| Proficient in use of ICT (Microsoft Word, E-mail and Internet) to manage record keeping and production of resources |  |  | A/E |
| Knowledge of behaviour management strategies |  |  | A/I/R |
| Up to date knowledge of safeguarding responsibilities and practices |  |  | A/I |
| First Aid training |  |  | A/I |
| Ability to support children with special needs |  |  | A/I |
| **Personal Development and Additional Learning** | **E** | **D** | **I** |
| Evidence of professional development linked to SEN and behaviour management |  |  | A/I |
| Willingness to participate in other development and training opportunities |  |  | A/I |
| **Experience** | **E** | **D** | **I** |
| Proven successful experience of working in Early Years in a schoolenvironment |  |  | A/I/R |
| Successful experience of working with SEN pupils |  |  | A/I/R |
| Successful experience of working with pupils with behavioural difficulties |  |  | A/I/R |
| Experience of having kept written records of children’s achievements, including observations |  |  | A/I/R |
| Experience of working with the Early Years Foundation Stage National Curriculum and other relevant learning programs/strategies, e.g. contributing towards Individual Education Plans |  |  | A/I/R |
| Experience of nursery work in a school setting |  |  | A/I/R |
| **Initiative** | **E** | **D** | **I** |
| Is able to work on own initiative |  |  | A/I/R |
| Respect for confidentiality |  |  | A/I/R |
| **Circumstances** | **E** | **D** | **I** |
| Personal circumstances should allow for occasional attendance at meetings after school |  |  | A/I |

**Timeline**

Completed applications should be returned (via email or hard copy) to Taqwa nursery

How to Apply

Please complete the application form provided. The Personal Statement should be no longer than 2 sides of A4 with a minimum font of Arial 11 and should address the selection criteria detailed in the person specification. Please note that any supplementary submissions in excess of these limits will be disregarded.

Please email your completed application (subject heading: “Confidential - Nursery Practitioner”) to: **taqwaanursery@mail.com**

If applying by post, please mark the envelope “Confidential - Nursery Practitioner” and return to:

**Taqwa Nursery, 48 Holmeswood Road, Bolton, BL3 3H**

# Taqwa Nursery is an Equal Opportunities Employer

### APPLICATION FOR EMPLOYMENT

Private and Confidential

##### PLEASE COMPLETE IN BLOCK CAPITALS

Position applied for

FOR THIS POSITION A DISCLOSURE FROM THE DBS WILL BE REQUIRED

###### **PERSONAL DETAILS**

MR / MRS / MISS / MS

**FULL NAME:**

**ADDRESS:**

**TELEPHONE (including code)**

HOME:

MOBILE:

**EMERGENCY CONTACT DETAILS**

NUMBER:

RELATIONSHIP TO YOU:

**NEXT OF KIN**

**NAME:**

**RELATIONSHIP TO YOU:**

**CONTACT NUMBER:**

**PLACE OF BIRTH:**

**NATIONAL INSURANCE NUMBER:**

**PREVIOUS NAMES/SURNAMES:**

**USED FROM:**

**USED TIL:**

**ADDRESS HISTORY: PLEASE PROVIDE AN UNINTERRUPTED ADDRESS HISTORY FOR THE LAST 5 YEARS**

**ADDRESS**

**TO: FROM:**

**ADDRESS**

**TO: FROM:**

**ADDRESS**

**TO: FROM:**

###### **EDUCATION AND QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **SCHOOL** | **DATES** | **EXAM** | **SUBJECT** | **GRADE** |
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| --- | --- | --- | --- | --- |
| **UNIVERSITY/COLLEGE** | **DATES** | **EXAM** | **SUBJECT** | **GRADE** |
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###### **EMPLOYMENT HISTORY**

Please list in reverse order all the organisations for which you have worked

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| --- | --- | --- | --- | --- |
| **NAME AND ADDRESS OF****EMPLOYER** | **DATES** | **POSITION HELD** | **SALARY** | **REASON FOR LEAVING** |
|  |  |  |  |  |

###### **HEALTH**

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| --- |
| DO YOU HAVE ANY MEDICAL PROBLEMS WE SHOULD BE MADE AWARE OF? **YES/NO**If YES, please give further information |
| HAVE YOU EVER SUFFERED FROM A SERIOUS ILLNESS OR MAJOR OPERATION? **YES/NO**If yes, please give details |
| ARE YOU ON ANY LONG-TERM MEDICATION WE SHOULD BE MADE AWARE OF? **YES/NO** If yes, please give details |

###### **SUPPLEMENTARY INFORMATION**

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| --- |
| HAVE YOU EVER WORKED FOR THIS COMPANY BEFORE? **YES/NO**If yes, please give details and reason for leaving |

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| **HOW MUCH NOTICE ARE YOU REQUIRED TO GIVE TO LEAVE YOUR PRESENT EMPLOYMENT?** |

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| --- |
| **HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE?** (which is not a spent conviction under the Rehabilitation of Offenders Legislation) **YES/NO**If yes, please give further information |

**MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS** (INCLUDING MEMBERSHIP TO UNION)

DO YOU HAVE ANY COMMITMENTS WHICH MIGHT LIMIT YOUR WORKING HOURS? **YES/NO**

If yes, please give further information

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| --- |
| ARE YOU WILLING TO WORK OVERTIME AND WEEKENDS WHEN REQUIRED? **YES/NO** |

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| --- |
| **DO YOU HAVE ANY PRE-BOOKED HOLIDAYS?**  |

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| **WHERE DID YOU HEAR OF THIS VACANCY?** |

###### **ABOUT YOU**

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| --- |
| PLESE GIVE DETAILS OF ANY SKILLS, EXPERIENCE OR ACHIEVEMENTS WHICH MAY BE RELEVANT IN YOUR APPLICATION FOR EMPLOYMENT |

###### **REFERENCES**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this post.

*NOTE: ONE OF THESE SHOULD BE A PREVIOUS EMPLOYER*

|  |  |
| --- | --- |
| NAME, ADDRESS, EMAIL ADDRESS AND OCCUPATION | NAME, ADDRESS, EMAIL ADDRESS AND OCCUPATION |
|   |   |

Please tick in the box if you do not wish this referee to be contacted before an offer of employment is made.

|  |
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| If called for interview, are there any special arrangements we would need to make to assist your attendance? **YES/NO**If yes, please give further information: |

DECLARATION OF APPLICANT

|  |
| --- |
| I confirm the above information is correct.I understand that false information or deliberate omission will disqualify me from employment or may render me liable for dismissal.I understand that Taqwa Nursery will run a new DBS Disclosure Application for this position.I consent to the Nursery processing the information I have provided on this form for the purpose of recruitment and I understand that it will be retained for as long as is necessary for the Nursery to comply with its statutory obligations.SIGNATURE: ……………………………………………………. DATE: …………………………………….  |

Under Data Protection and General Data Protection Regulations, Taqwa Nursery holds, processes and retains personal data in line with our legal obligations as an educational setting. For more information about personal data, please see the privacy notice for staff.

 I understand that Taqwa Nursery holds, processes and retains my personal data due to legal obligations. I understand my rights to see my personal data at any time. I hereby give consent to Taqwa Nursery to process and hold my personal data for the length of my employment period and for the legal retention period thereafter.

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_