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7<sup>th</sup> September 2016

**Post of Childcare Practitioner**

Thank you for your enquiry regarding the above vacancy. Enclosed please find the following:

- Guidance Notes for Job Applicants
- Job Description
- Key Terms and Conditions
- Application Form – [please complete and return](#)
- Person Specification
- Employment of People with Disabilities Policy Statement
- Equality and Diversity Policy Statement
- Equal Opportunities Monitoring Form – [please complete and return](#)

Applications must be received by

Please let me know if you have any queries or if you require any assistance in completing the application form and accept my thanks for the interest you have shown.

Yours sincerely

**KAREN FISHER**  
Nursery Manager





## Guidance Notes for Job Applicants

- Please read the general information, job description and person specification before completing the application form. It may help you to write out a rough copy first as this gives you an opportunity to clarify your ideas and avoid mistakes.
- Please type or write the form in black ink as it makes it easier to photocopy.
- When completing the Application form, please note the essential and desirable criteria in the Person Specification and show in your application how you have the particular experience or ability.
- All applicants, including those working for the Association, will only be short listed if they demonstrate clearly that they meet the essential criteria.
- Please ensure your referees include your present or last employer. If this is not possible, use people you have known in other settings, e.g. family doctor, head teacher, but not friends or relatives.
- CV's will not normally be considered as, to keep in line with our Equal Opportunities Policy, we will give primary consideration to the information that is requested within the Application Form. However it may be attached to supplement the information provided.
- Please complete the Equal Opportunities Monitoring Form.
- Applications must be received by no later than the closing date detailed in the advertisement or they will not be considered.

## Position: Childcare Practitioner

### Person Specification

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



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## Key Terms and Conditions of Employment Childcare Practitioner

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- The hourly rate for this post ranges between £7.30 per hour to £7.82 per hour.
- Hours of work are 25 hours per week, Monday to Friday, excluding lunch.
- Annual leave entitlement is 25 working days, plus 3 nominated days usually taken at the Christmas/New Year period, together with statutory bank holidays. An additional one day will also be granted for each completed year of service up to a maximum of 5 extra days.

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## Employment of People with Disabilities Policy Statement

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1. It is the Nursery's policy that people with disabilities should have full and fair consideration for all job vacancies for which they are suitable applicants. This means that all applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.
2. The Nursery will continue to maintain in employment, wherever practicable, employees who become disabled during their working life and will help with their rehabilitation and retraining.
3. The Nursery wishes to help people with disabilities to realise their full potential by ensuring that they receive equal consideration for career development and promotional opportunities.
4. Wherever practicable, the Nursery is prepared to modify job requirements, procedures or equipment to make full use of an individual's ability.
5. In order to make this policy work effectively, close links will be maintained with the local Disability Employment Adviser, the Employment Service's Placing, Assessment and Counselling Team (PACT) and specialist voluntary bodies, where appropriate.



# Equality and Diversity Policy Statement

It is recognised that Footsteps Nursery has the ability to reduce the disadvantages that people experience by making its services more responsive to the needs of children, families. The Nursery values the diversity of all communities and wants its services, facilities and resources to be accessible to all.

We also recognise that our ability to meet these diverse needs is improved by having a diverse workforce which generally reflects the local population, and which has the skills and understanding to achieve our objectives.

The Nursery has a commitment to be an organisation that:

- develops services to achieve equality and diversity in all its activities;
- has a workforce generally reflecting the local population;
- understands how valuing diversity can improve our ability to deliver better services;
- consults with all our clients to ensure the delivery of our aims;
- consults with different individuals and communities to ensure that services provided are responsive and reflect the diversity of need;
- provides all employees with the training and development they need to enable them to achieve the Nursery's aims;
- provides a supportive, open environment where all employees have the opportunity to reach their full potential;
- listens to its clients and involves them in the development of services that recognise and value diversity; and
- believes that both customers and employees have important parts to play in making this happen.

We will apply this policy in carrying out our statutory and nursery responsibilities. We will also seek to apply it to work undertaken for us by external consultants and contractors.