



# Ladybirds Pre-School Application Pack

Welcome! In this pack you will find...

1. Information about Ladybirds
2. The job description
3. The person specification
4. The application form – for completion
5. Equality and Diversity monitoring form – for completion
6. Our safeguarding policy

Please return your completed application forms to Vikki Hart -

[ladybirdsmanager@outlook.com](mailto:ladybirdsmanager@outlook.com)

## About Ladybirds

Ladybirds is a small, charity run pre-school for children aged 2-5. We deliver the Early Years Foundation Stage curriculum through play in our warm and friendly setting, tucked away in a cul-de-sac in South Newbury.

We are seeking to employ a passionate Early Years Practitioner at our small and friendly pre-school.

**Our environment:** A fabulous outside active play space, two covered areas and three separate rooms inside, children have so many spaces to explore, discover and engage with their learning.

**Our reputation:** Ladybirds has been operating in the same location for over 40 years and pride ourselves on our local reputation for delivering high quality Early Years education in a warm and friendly environment.

**Our team:** The ideal candidate will be passionate about Early Years Education and be willing to dedicate their time with us to supporting and meeting the needs of all the children in our setting. We have high expectations of enthusiasm and professionalism – in return we offer a place in our supportive and inclusive team with years of experience delivering high quality education.

Find out more about us and our setting at our website [www.ladybirdsnewbury.co.uk](http://www.ladybirdsnewbury.co.uk)

All posts are covered by the Children Act 1989 and are subject to a satisfactory DBS and reference checks and are not open to anyone on the ISA Barred List.

***Ladybirds Pre-School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Job Description

### Early Years Practitioner (Key Person)

*Ladybirds Pre-School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.*

<b>Responsible to:</b>	Pre-School Manager
<b>Role Purpose:</b>	To work as a key person as part of the pre-school team under the direction of the pre-school manager to provide safe, high quality education and care for young children.
<b>Role Days and Hours:</b>	TBC
<b>Role Total Hours a Week:</b>	TBC
<b>Role Salary:</b>	£9.50 per hour



### **Key Responsibilities of the role:**

- To act as a key person to a number of children, working in partnership with parents and families, ensuring each child's development stage and individual needs are identified and met.
- To have a good knowledge of all your key children's stages of development, clearly demonstrating the progress they make with Tapestry observations, and sharing this knowledge effectively with the practitioner team.
- To plan for the learning and development of your key children group.
- Identify learning strengths and gaps of your key group, plan activity and focused intervention to support your children's continued progress of their next steps.
- Ensure a child centred approach to your children's planning, by linking activity to your children's interests and experiences.
- To teach children, offering an appropriate level of support and stimulation.
- To assist new children in settling into the pre-school.
- To advise the pre-school manager of any concern over children, parents or the safety of equipment, preserving confidentiality as necessary.
- Model a high standard of practice at all times in your Key Person role, demonstrating to all staff the expectations we set at Ladybirds preschool, assisting and supporting your colleagues when needed.
- To help to set up the environment for the daily programme and to help to tidy away at the end of the session.
- Keep updated on policies, safeguarding, SEND, ECAT training etc.
- To attend training courses and meetings as necessary, outside of normal working hours e.g. safeguarding, first aid.
- To attend staff meetings, outside of normal working hours.
- To liaise with parents/carer's, committee members and social services as required.
- To keep completely confidential any information regarding the children, their families or other staff members that is learned in the course of the job.
- To ensure continuous professional development through in-house training and supervision systems.

**NB: this position is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.**



## PERSON SPECIFICATION

To be assessed by: A – Application Form, I – Interview, R – References, P - Probationary Period

	Essential		Desirable	
<b>Qualification</b>	Relevant Level 3 early years qualification <a href="http://www.education.gov.uk/eypqd/criteria.shtml">http://www.education.gov.uk/eypqd/criteria.shtml</a>  Willingness to participate in other development and training opportunities	A  I,R,P	Pediatric First Aid  Food Hygiene	A  A
<b>Experience</b>	Understanding of the EYFS curriculum and requirements.	I,R,P	Experience in Key person role  Experience within the Early Years Foundation Stage.	A, I  A,I
<b>Knowledge and understanding</b>	EYFS welfare, learning and development requirements.  Good understanding of the EYFS Educational Programmes and Development matters 2021	I,P  I,P	The use of Tapestry to effectively support the teaching and learning and to monitor children's progress.	I,P
<b>Skills</b>	Ability to: <ul style="list-style-type: none"> <li>Develop good working relationships within the team ;</li> <li>Establish and develop effective relationships with parents;</li> <li>Communicate effectively (both orally and in writing) to parents and children;</li> <li>Deal with conflict in an appropriate manner;</li> <li>Be reflective and learn from past experiences;</li> <li>Show resilience and an ability to work under pressure;</li> </ul>	R,P	Experience of working as part of a team  Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. planning next steps and communication with parents  Experience of working with other agencies and professionals	I,R  P  A,I
	<b>Essential</b>		<b>Desirable</b>	
<b>Skills (cont)</b>	<ul style="list-style-type: none"> <li>Relate well to children and adults including other professionals/carers/parents</li> <li>Work independently using own initiative.</li> <li>Manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> </ul>		Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.	I,P



	<ul style="list-style-type: none"> <li>Interact with children at their level and support their involvement in physical activities and outdoor play</li> </ul> <p>Fluent English speaker</p> <p>Enjoy working outdoors throughout the year in all weathers.</p>	I, P		
<b>Personal characteristics</b>	<p>Committed, enthusiastic, organised, efficient</p> <p>Flexible</p> <p>Proactive and positive team player</p> <p>Enthusiasm for learning and working with children</p> <p>Caring, friendly, approachable, open, inclusive, To like children!</p>	R,P	<p>Reflective approach and commitment to personal development</p> <p>Patient, resourceful, determined</p> <p>A sense of humour</p>	R,P



Ladybirds Pre-School, Newbury

## JOB APPLICATION FORM

(please see Job Description for days & hours)

PLEASE COMPLETE USING BLACK INK OR TYPE.

### PERSONAL DETAILS

APPLICATION FOR THE POST OF:

SURNAME:

FORENAME(S):

TITLE:

please give details of any previous surnames:

ADDRESS FOR CORRESPONDENCE:

TELEPHONE NUMBERS

HOME:

WORK:

May we contact you at work?

POSTCODE:

MOBILE:

EMAIL ADDRESS:

NATIONAL INSURANCE NUMBER:

### EMPLOYMENT DETAILS

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:

Job title and summary of main duties:

Nature of business:

Are you still currently employed by this organisation?:

Date of appointment:

Current Salary:

Brief reason for leaving (If applicable):

Notice required:



**PREVIOUS EMPLOYMENT**

Please summarise your employment history since leaving full-time education, paid or unpaid, or working in a voluntary organisation or agency, full or part-time. Start with the most recent. Please continue on a separate sheet if necessary.

<b>Employer's name and address</b>	<b>From Month / Year</b>	<b>To Month / Year</b>	<b>Job title and summary of main duties</b>	<i>Reasons for Leaving</i>

Please describe the reason and duration of any period(s) longer than 1 month when you have not been in employment since leaving full-time education.



## Supporting Information

Please detail below, how you meet the requirements of the role as detailed in the person specification/job description.





## Qualifications & Training

**EDUCATIONAL AND ACADEMIC QUALIFICATIONS (Secondary, Further/Higher or work based)**

Please give details of your education with examination dates, results and qualifications obtained. Please include any training and membership of professional bodies, relevant to the application. (Please continue on a separate sheet if necessary)  
 Evidence of childcare qualifications will be requested if you are called to interview.

Examination, course (with dates)	From	To	Result/Qualifications gained

**INSERVICE TRAINING      Give details of the most recent, relevant courses attended and indicate any awards earned.**

Course Title	<i>Provider</i>	Duration	Dates



## References

Give details of two people who have knowledge of you in a working / childcare environment, paid or unpaid. The first reference should be your present or most recent employer. If you are a student give appropriate school or college referees. References will be taken after interviews. In line with Ladybirds Pre-School's commitment to safeguarding, referees will be asked about whether the applicant has been the subject of any safeguarding concerns.

If you were known to either of your referees by another name please give details:

Your first referee:

Your second referee:

1.

Name:

\_\_\_\_\_

Position:

\_\_\_\_\_

Address:

\_\_\_\_\_

Tel:

\_\_\_\_\_

Email:

\_\_\_\_\_

In what capacity does the above know you?

You may take up reference prior to interview? Y/N

2.

Name:

\_\_\_\_\_

Position:

\_\_\_\_\_

Address:

\_\_\_\_\_

Tel:

\_\_\_\_\_

Email:

\_\_\_\_\_

In what capacity does the above know you?

You may take up reference prior to interview? Y/N



## Additional Information

1. To comply with the Asylum and Immigration legislation during the selection process you will be required to give evidence of your ability to work in the UK. Do you require any documentation supplied by the Home Office or UKBA in order to work in the UK?
2. Under the Working Time Directive, you should not work more than 48 hours a week. Do you plan to undertake work for other employers, which would cause a breach of these regulations?  
If so, please give details:
3. Have you ever been subject to any disciplinary action by your employer or professional body?  
If yes, please give details:
4. If you have a disability please let us know of any special arrangements you may need to make if you are short listed for interview.
5. Do you hold a full current driving licence?
6. Are you a relative or partner of any employee of this setting?  
If yes, please state name of person and relationship:
7. Where did you see the advertisement for this post?



## **Criminal Convictions - Rehabilitation of Offenders Act 1974**

**Having a criminal record will not necessarily bar you from employment; this will depend on the relevance, the circumstances and the background of your offence(s). The setting has a Policy on the Recruitment of Ex-Offenders which meets the DBS Code of Practice and complies with the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974.**

If you are applying for work which brings you into contact with children, young people or vulnerable adults or for certain positions within legal and financial fields you may be required to undergo an enhanced DBS criminal record check before taking up your role. This check will include details of convictions, cautions, reprimands and warnings which you may have, even if they are regarded as 'spent' under the Rehabilitation of Offenders Act 1974. You must also (where appropriate) let us know of any prosecutions pending against you.

Do you have a criminal record as above? Failure to disclose this information could result in your dismissal or disciplinary action by the setting.

**Yes No**

The following declarations are only required if you are applying to undertake Regulated Activity with either children or adults. If you are in doubt about this requirement, please refer to the role profile.

### **Declaration for applicants into Regulated Activity with Children and Young People:**

I confirm that I have not been barred from working with children by the DBS, the Independent Safeguarding Authority (ISA) or any other organisation

**Yes No**



## Declaration

I agree that any offer of employment with Ladybirds Pre-School, Newbury is subject to satisfactory evidence of the right to work in the UK, satisfactory references and police clearance (where appropriate). In accordance with the 1998 Data Protection Act, it is agreed that Ladybirds Pre-School may hold and use personal information about me for personnel reasons and to enable the organisation to keep in touch with me. This information can be stored in both manual or computer form, including the data in Section 2 of the Data Protection Act 1998.

This authority is committed to the prevention, detection and elimination of fraud and corruption. By signing this form, you acknowledge that your personal information will be data matched for these purposes in accordance with provisions made within the Data Protection Act 1998.

I confirm that the information given in this application and any attachments is factually correct and complete and I understand that any false information may, in the event of employment, result in dismissal or disciplinary action by the setting.

Please note, you will be asked to sign this form if you are invited to an interview.

**Signed:**

**Date:**



<b><u>OFFICE USE ONLY</u></b>		
Interview date:	Trial dates:	DBS submitted date:
2x References applied covering most recent 5 years	Offer letter sent:	DBS payment received:
Staff detail form:	Recruitment checklist:	Emailed to managers:



## EQUALITY AND DIVERSITY MONITORING FORM

Ladybirds wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will be used for monitoring purposes.

Please return the completed form to Vikki Hart. If you have any questions about the form, please contact her at ladybirdsmanager@outlook.com

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**Gender** Male  Female  Intersex  Non-binary  Prefer not to say

If you prefer to use your own gender identity, please write in:

Is the gender you identify with the same as your gender registered at birth?

Yes  No  Prefer not to say

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**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
50-54  55-59  60-64  65+  Prefer not to say

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**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

What is the effect or impact of your disability or health condition on your work? Please write in here:

The information in this form is for monitoring purposes only.

If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.



**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

**Asian or Asian British**

Indian  Pakistani  Bangladeshi  Chinese  Prefer not to say

Any other Asian background, please write in:

**Black, African, Caribbean or Black British**

African  Caribbean  Black British  Prefer not to say

Any other Black, African or Caribbean background, please write in:

**Mixed or Multiple ethnic groups**

White and Black Caribbean  White and Black African  White and Asian  Prefer not to say  Any other

Mixed or Multiple ethnic background, please write in:

**White**

English  Welsh  Scottish  Northern Irish  Irish

British  Gypsy or Irish Traveller  Prefer not to say

Any other White background, please write in:

**Other ethnic group**

Any other ethnic group, please write in:

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**What is your sexual orientation?**

Heterosexual  Gay  Lesbian  Bisexual  Asexual  Pansexual  Undecided

Prefer not to say

If you prefer to use your own identity, please write in:

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**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other religion or belief, please write in:

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**What is your working pattern?**

Full-time  Part-time  Prefer not to say  Not yet employed

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**What is your flexible working arrangement?**

- None  Flexi-time  Staggered hours  Term-time hours   
Annualised hours  Job-share  Flexible shifts  Compressed hours   
Homeworking  Prefer not to say  If other, please write in:
- 

**Do you have caring responsibilities? If yes, please tick all that apply**

- None   
Primary carer of a child/children (under 18)   
Primary carer of disabled child/children   
Primary carer of disabled adult (18 and over)   
Primary carer of older person   
Secondary carer (another person carries out the main caring role)   
Prefer not to say