

Date as postmark

Dear Applicant,

**A.B.B.E.Y SURE START**

**Re: Senior Crèche Worker SCWJ17**

Closing date for receipt of completed applications: Friday 16<sup>th</sup> June 2017 at 12pm

Thank you for your enquiry regarding the above post. Please find enclosed the following:

- Application form
- Job description
- Person specification
- Equal Opportunities monitoring form
- General information on the Sure Start Programme Project
- Guidelines for candidates

**Interviews will take place on 21<sup>ST</sup> and 23<sup>rd</sup> of June 2017.**

Should you require any reasonable adjustments to be made in order to allow you to attend for interview, please let us know in advance.

As a voluntary and community organisation our resources are limited and it will not be possible to respond to each applicant individually. We will only contact successful applicants to invite for an interview. If you have not heard from us within six weeks of the closing date please assume you have not been selected for interview. I hope this does not deter you from applying for this post.

Thank you for your interest, and I look forward to hearing from you.

Yours sincerely,

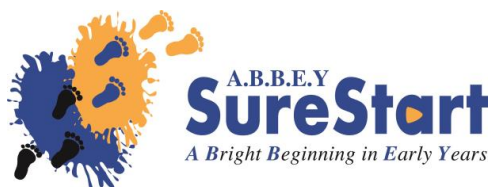
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**Cathy Todd**  
**Project Manager**

A.B.B.E.Y Sure Start  
440 Shore Road, Newtownabbey, BT37 9RU  
Tel: 02890 860 938 Fax: 02890 860 365  
Email: [admin@abbeysurestart.co.uk](mailto:admin@abbeysurestart.co.uk)

A.B.B.E.Y Sure Start project is a Company Ltd. by Guarantee  
Company Registration No. NI41606 Charity No: XR53098





For Office Use	
	Date
Monitoring Form	
Shortlisted	
Interview	
References	
Access NI	
Health Dec	
Reserve List	

## APPLICATION FORM (Please do not enclose a C.V.)

Post applied for: Senior Crèche Worker

Reference no: SCWJ17 Closing Date: 12pm 16/06/2017

How did you learn about this position? \_\_\_\_\_

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Title: Mr / Mrs / Miss / Ms / Other (Please circle)

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Home Telephone number: \_\_\_\_\_

Work Telephone number: \_\_\_\_\_ Extension: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

Do you require any reasonable adjustments to be made in order for you to attend for interview/carry out the duties detailed in the job description? (Please circle) YES/NO

Do you hold a current full UK Driving Licence? YES/NO

Do you have access to a motor car? YES/NO

Do you require a work permit in order to work in the UK? YES/NO

**Please continue on a separate sheet of paper if necessary.**

**Please Ensure** That You Complete The Monitoring Form Provided And Return In A Separate Envelope Along With Your Application. See notes on form.

If you choose not answer the questions, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

**Education (Qualifications obtained at School):**

*Please summarise: all qualifications equally valid, not just those received in the UK*

**Date received:**

<b>Subject</b>	<b>Level/Stage e.g. GCSE, 'A', RSA etc</b>	<b>Result and grade obtained</b>	<b>Year</b>

**Further Education**

<b>Degree/Diploma/Certificate</b>	<b>Subject taken and year</b>	<b>Result and date obtained</b>	<b>Examinations yet to be taken</b>

**Professional Qualifications**

<b>Name of Professional Body</b>	<b>Part No. with date and result</b>	<b>Final with date and result</b>	<b>Registration No. (if applicable)</b>	<b>Examinations yet to be taken</b>

**Work Experience:**

*This need not necessarily be paid work; it is of equal importance to include voluntary work or unpaid work within the home.*

**Please start with your current or most recent position.**

<b>Name and Address of employer</b>	<b>Position held</b>	<b>Dates of employment</b>	<b>Summary of main job tasks</b>	<b>Reason for leaving</b>







**Referees:**

Please supply the names, addresses and telephone numbers of two referees who know you in a professional/education/training capacity, one of which should be your current or last employer (if applicable). You should not give the names of relatives or friends.

References will only be taken up for the successful candidate after the interview.  
Please state if you would like us to contact you prior to taking up these references.

**Current or last employer**

<b>1</b>	<b>2</b>

<b>Email:</b>	<b>Email:</b>
<b>Tel No:</b>	<b>Tel No:</b>

**Sick Leave**

Number of days sick leave in past year: \_\_\_\_\_

Reason(s) for absence(s): \_\_\_\_\_

**Have you ever been convicted of any offence:** YES/NO

If so, please state nature of offence and date occurred: \_\_\_\_\_

**Provision under Rehabilitation of Offenders Act does not apply for this post. This means that you are not entitled to withhold information about convictions or cautions which are “spent” under the Act. Failure to disclose such convictions or cautions could result in your dismissal at a later date.**

**ALL INFORMATION GIVEN SHALL BE TREATED AS CONFIDENTIAL.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send completed application forms to:** Office Manager, ABBEY Sure Start  
440 Shore Road, Newtownabbey, BT37 9RU  
**Tel:** 02890 860 938 **Fax:** 02890 860 365

Please make sure we receive the form on or before the closing date. Applications will be accepted via post, hand or email to admin@abbeystart.co.uk. Managers often shortlist on the closing date, so late applications may not be considered.



## **CANDIDATE GUIDELINES**

**Please read these notes carefully before completing your application form.**

### **General Information**

**This form will be photocopied please complete it clearly in BLACK INK. If you need help completing the form, please call the contact number on the covering letter.**

Applications for employment are not accepted on Curriculum Vitae.

Please make sure we receive the form on or before the closing date. Applications will be accepted via post, hand or email to [admin@abbeystart.co.uk](mailto:admin@abbeystart.co.uk). Managers often shortlist on the closing date, so late applications may not be considered.

### **Section 1 Personal Details**

This section tells us how we can contact you.

The Asylum and Immigration Act 1997 requires employers to ask employees if they are eligible to work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before commencing employment.

### **Section 2 Education and Training**

This information will help us to find out about any training and qualifications, which you have which may be relevant to the requirements of the person specifications.

### **Section 3 Employment History**

We ask you to please give full details of your employment history.

### **Section 4 Meeting the person specification**

Please find enclosed with this application form a Job Description and Person Specification. The Job Description details the responsibilities and duties for the job for which you are applying. You should check that you feel able to undertake the duties of the job before completing this form.

The Person Specification details the type of person we are looking for to do this job. Please use the Person Specification when you are completing the form to explain why you think you could do this job and how you think your skills and experience match those given. Please include any other information that you think is important, for example, any voluntary work or relevant social activities with which you have been involved.

### **Section 5 Other Information**

Please add any other information you think is relevant to your application and tell us why you are interested in this particular position.

### **Section 6 References**

You are asked to provide details of previous employers who can tell us about you and whether or not they would consider you to be suitable for the job for which you have applied. If you are not able to provide an employment reference, then you should give details of someone who knows you well, but is not a member of your family. If you have no previous employer, please contact the main ABBEY Sure Start office who can advise you accordingly.

### **Section 7 Rehabilitation of Offenders**

If the vacancy for which you are applying is exempt from Rehabilitation of Offenders legislation, you are required to complete this section of this form and you should declare ANY cautions or convictions or if there are proceedings against you.

### **Section 8 Equal Opportunity Monitoring**

ABBEY Sure Start is committed to Equal Opportunities. All our managers have a responsibility to ensure that all recruitment decisions are based on criteria relevant to the job. ABBEY Sure Start will not discriminate unfairly on the grounds of an applicant's sex, race, skin colour, disability, ethnic or national origin, religious belief or lack of it, marital status, sexual orientation, responsibility of dependants, age, appearance, social background or membership of a trade union.

ABBEY Sure Start monitors all applications for employment. Please complete and return the monitoring form. It will be held separate from your application form and shall not be seen by the employing manager.

Full details of ABBEY Sure Start's Equal Opportunity Policy are available on request.

### **Section 9 Pre Employment Consultancy Service**

Prior to taking up post with ABBEY Sure Start, the successful candidate shall be required to consent to ABBEY Sure Start requesting a Pre Employment Consultancy Service Check. All offers of employment are subject to satisfactory ACCESS NI check and references.

### **Any Questions**

If you have any concerns or questions about ABBEY Sure Start's recruitment procedure, please contact ABBEY Sure Start.

***Private & Confidential***

**INTRODUCTION:**

We are an Equal Opportunities Employer. We do not discriminate against our job applicants or employees and we aim to select the best person for the job.

We monitor the community background and sex of our job applicants and employees in order to demonstrate our commitment to promoting equality of opportunity in employment and to comply with our duties under the *Fair Employment & Treatment (NI) Order 1998*.

You are not obliged to answer the questions on this form and you will not suffer any penalty if you choose not to do so. Nevertheless, we encourage you to answer these questions. Your answers will be used by us to prepare and submit a monitoring return to the Equality Commission, but your identity will be kept anonymous. In all other regards your answers will be treated with the strictest confidence. We assure you that your answers will not be used by us to make any decisions affecting you, whether in a recruitment exercise or during the course of any employment with us.

**COMMUNITY BACKGROUND:**

Regardless of whether they actually practice a religion, most people in Northern Ireland are perceived to be members of either the Protestant or Roman Catholic communities.

**Please indicate the community to which you belong to by ticking the appropriate box below:**

I am a member of the Protestant community:

I am a member of the Roman Catholic community:

I am not a member of either the Protestant or the Roman Catholic communities:

*If you do not answer the above question, we are encouraged to use the residuary method of making a determination, which means that we can make a determination as to your community background on the basis of the personal information supplied by you in your application form/personnel file.*

**SEX**

**Please indicate your sex by ticking the appropriate box below:**

Male:

Female:

***Note: If you answer this questionnaire you are obliged to do so truthfully as it is a criminal offence under the Fair Employment (Monitoring) Regulations (NI) 1999 to knowingly give false answers to these questions.***

**Date application form received: \_\_\_\_\_**

**ABBEY SURE START BACKGROUND INFORMATION**

<b>PREMISES</b>	<b>OFFICE ADDRESS</b>	<b>CONTACT</b>
A.B.B.E.Y Sure Start is based in:	A.B.B.E.Y Sure Start 440 Shore Road, Newtownabbey BT37 9RU	<b>Tel:</b> 02890 860938 <b>Fax:</b> 02890 860365 <b>E-mail:</b> <a href="mailto:admin@abbeyesurestart.co.uk">admin@abbeyesurestart.co.uk</a> <a href="http://www.abbeyesurestart.co.uk">www.abbeyesurestart.co.uk</a>  <b>Opening hours:</b> Monday to Friday - 9am to 5pm
<b>Also based at:</b> <ul style="list-style-type: none"> <li>• Abbeytown Square, Monkstown</li> <li>• St James' Nursery School, 19 Kings Walk.</li> <li>• Merville Garden Village</li> <li>• Monkstown, Village Centre.</li> <li>• Dunanney Centre, Rathcoole</li> </ul>	<b>OUR PARTNER AGENCIES ARE:</b> <ul style="list-style-type: none"> <li>• SENSE Northern Ireland</li> <li>• NHSCT</li> </ul>	<b>TARGETED AREAS:</b>  ABBEY Sure Start covers the following ward areas:- <ul style="list-style-type: none"> <li>• ABBEY</li> <li>• Cloughfern</li> <li>• Coole</li> <li>• Dunanney</li> <li>• Monkstown</li> <li>• Whitehouse</li> <li>• Valley</li> </ul> <p>These wards cover Rathcoole, part of Rushpark, Merville Garden Village, Whitehouse, Bawnmore, Longlands, Rathfern, Cloughfern, Abbeyville and Glenville</p>

**CRITERIA**

This service is available to anyone living within the catchment area that is pregnant and / or has a child / children under the age of four years.

**ABBEY SURE START**

Sure Start is a Government funded initiative, targeting children under four years old. It is aimed at giving everyone a good start in life and is about a long-term investment.

Research has indicated that where children have access to early intervention and play opportunities it will help their development through school and adult life.

The overall aim is to “improve the well-being and life opportunities of young children under four, through better health, childcare and educational opportunities”, so that “children can flourish when they enter school”.

Each Sure Start programme has identified and implemented specific projects to suit the needs of the local Community, therefore each Sure Start is different and unique.

These services are additional to existing provision already provided by Statutory and Voluntary Organisations in the Sure Start catchment area.

**MISSION STATEMENT**

ABBEY Sure Start is a local partnership of community, voluntary and statutory organisations working within the Bawnmore, Longlands, Rathcoole, Whitehouse, Rathfern, Cloughfern, Monkstown, Abbeyville and Glenville areas.

Our aim is to work with parents / families and carers, with children 0 – under 4 years, and the community to help all children within these areas to reach their social, emotional, physical and intellectual potential.

To achieve this aim we provide a range of accessible, flexible, responsive services to all parents and / or expectant parents and families with children aged 0 – under 4 years old.

# **ABBEY Sure Start Senior Crèche Worker**

<b>Post:</b>	Senior Crèche Worker
<b>Hours:</b>	20hrs per week (52 Weeks/annum)
<b>Hourly Rate:</b>	£8.33 to £8.87 per hour
<b>Responsible to:</b>	Project Manager
<b>Reporting to:</b>	Crèche Manager

## **Job Description**

The appointed person will work with the Crèche Manager to implement a service that meets the needs of families, in the A.B.B.E.Y Sure Start area.

A.B.B.E.Y Sure Start aims to provide a safe and stimulating environment for young children. Crèche facilities are offered at a number of different venues to enable parents to access programmes and to encourage parent/child interaction.

## **KEY TASKS**

### **To lead and support a small team of staff to:**

- Ensure that planning and preparation for play programmes is carried out and that children have the opportunity to experience creative, imaginative, manipulative, social and physical play and that they are given the opportunity to play using natural materials
- Plan stay and play sessions to ensure that parents engage positively
- Encourage parents to engage positively during play sessions
- Ensure that the play area is clean and set up prior to session and tidied and cleaned at end
- Keep up to date with legislation and good practice in relation to Child Protection and to adhere to A.B.B.E.Y Sure Starts Child Protection Policy and Procedures
- Respect confidentiality at all times and uphold the ethos and core values of A.B.B.E.Y Sure Start
- Show in all areas of work, a commitment to implementing A.B.B.E.Y Sure Starts Equal Opportunity Policy
- Respond positively to new developments in the field of children, families and play
  
- Ensure that the developmental needs of children are met
- Participate in training opportunities and meetings as directed by line manager
- Contribute positively to the supervision and appraisal process

- Respond flexibly to the needs of the service and carry out any other duties commensurate with the post as directed by the Line Manager
- Ensure that Health and Safety Policies are implemented and adhered to at all time

**To be responsible for**

- The maintenance of accurate records relating to attendance
- Leading team meetings
- Planning and evaluating children's progress

Please note that A.B.B.E.Y Sure Start operates a "No Smoking Policy" and all employees must comply with this.

A.B.B.E.Y Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to A.B.B.E.Y Sure Start Equal Opportunities policy throughout the duration of your employment.

***The duties and responsibilities outlined in this job description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service***

## Senior Crèche Worker Person Specification

### ESSENTIAL CRITERIA

#### Qualifications and experience

- QCF 3 in Childcare or equivalent relevant qualification
- 12 months experience in an early years setting
- A minimum of 6 months supervisory experience in an early years setting

#### Knowledge

- Knowledge and understanding of how children learn and develop
- To understand the importance of play within children's lives
- To have an awareness and understanding of issues that parents may experience and be able to support them appropriately.
- To have an understanding and ability to implement an equal opportunities policy
- To maintain confidentiality in all aspects of the post.
- Experience of working independently and as part of a team
- Awareness of health and safety requirements and ensure their implementation
- Knowledge and understanding of Child Protection
- To be aware of and understand Child Protection guidelines

#### Abilities and Personal attributes

- The ability to respond positively and appropriately to the needs of children you are supporting
- The ability to provide a creative and stimulating play environment using a variety of resources
- To promote an inclusive and welcoming environment
- The ability to relate to parents and be respectful and responsive to their needs
- To maintain accurate records including observations, attendance records and hygiene control
- The ability to respond flexibly to the needs of the service
- To have a child centred approach
- To be flexible and approachable
- To be positive and enthusiastic attitude
- To have good communication skills
- To support and encourage parents
- To provide positive feedback to parents in relation to their child's development and progress
- The ability to effectively plan and organise activities
- The ability to lead a team

#### Desirable

- QCF Level 5
- First Aid and basic food hygiene certificates
- To be aware of and have an understanding of the ethos of ABBEY Sure Start project and how it may impact on your work
- Experience of working in community development initiatives
- Experience of working with children aged 0 – 4 years