Shankill Sure Start

Alessie Centre

60 Shankill Road

Belfast

BT13 2BB

Tel No: 02890 874000

Email: alessie.admin@earlyyears.org.uk

To Whom It May Concern

Re Shankill Sure Start – Pf2Y Childcare Worker – (Floating) 20hrs Term Time

Thank you for your interest in the above post. Please find an application pack that includes:

1. Application Form
2. Job Description
3. Personnel Specification
4. Monitoring Form

The application form along with the monitoring form should be returned via email to [alessie.admin@earlyyears.org.uk](mailto:alessie.admin@earlyyears.org.uk) or postal return to the above address by **Friday 13th September 2024, 12 noon**. Applications received after this date will not be considered.

Successful applicants will be called for interview, date to be advised.

Yours Sincerely

Stephanie McConnell

Shankill Sure Start

Project Manager



**SHANKILL SURE START APPLICATION FORM**

|  |  |
| --- | --- |
| **Ref No** | **SSS/CCW – Childcare Worker PF2Y (Floating)**  **20hr post – Term Time** |
| **Application Number** |  |
| **Date Received** |  |

**PLEASE NOTE**

**PLEASE COMPLETE IN BLACK INK OR TYPESCRIPT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Post Applied For: Childcare Worker (Floating) Pf2Y – 20hr post – Term Time** | | | | | | | | | | |
| **Surname:** | | | | **Forename/s:** | | | | | | **Title:** |
| **Address for correspondence:** | | | | | | | | | | |
| **National Insurance Number:** |  |  | | |  |  |  | **Please give details of any other surname which you have been known by:** | | |
| **Post Code:** | | | **Email Address:** | | | | | | | |
| **Telephone (Home):** | | | **Mobile:** | | | | | | **Business:** | |
| **In order to assess your eligibility to work in the UK we require some details in regard to your nationality.**  **Are you a citizen of an EU Country? YES/NO Country of Birth:** | | | | | | | | | | |
| **We are committed to promoting the inclusion in employment of people with a disability. If you are a registered disabled person and require any special arrangement to enable you to attend for interview, please state below:**  **Do you have a disability? YES/NO**  **If yes, please provide details:** | | | | | | | | | | |
| **Have you ever been convicted of a criminal offence? YES/NO**  **If yes, please provide details:** | | | | | | | | | | |
| **Do you hold a current full driving licence? YES/NO** | | | | | | | | | | |

**(A) PERSONAL DETAILS**

**(B) Your Current Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of your current employer:** | | | |
| **Present Post:** | | **Date of Appointment:** | |
| **Salary:** | **Other benefits:** | | **Notice period:** |
| **Summary of Duties:** | | | |
| **How many days sickness absence have you had in the last 2 years? Number of Days:**  **How many periods of sickness have you had in the last 2 years?** | | | |

**(C) Your Previous Employers**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer** | **Job Title** | **From** | **To** |
|  |  |  |  |

**(D) School Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Subject** | **Examination Taken** | **Result** | **Date Awarded** |
|  |  |  |  |  |  |

**(E) Further Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name of**  **College/University**  **Course Provider** | **Examination Taken** | **Result** | **Date Awarded** |
|  |  |  |  |  |  |

**(F) Professional Qualifications**

|  |  |
| --- | --- |
| **Title of Qualification** | **Date of Award** |
|  |  |

**(G) Current membership of Professional Bodies:**

|  |  |  |
| --- | --- | --- |
| **Title of Professional Body** | **Type/Grade of Membership** | **Date of Attainment** |
|  |  |  |

**(H) References**

***Please give the names and address of two persons who would be willing to provide a reference. One must be your current/last employer, the other preferably a past employer. Both must be able to comment on your ability to carry out the duties of the post for which you have applied. Neither referee should be related to you*.**

|  |  |  |
| --- | --- | --- |
| **Name:** | | |
| **Address:** | | |
| **Post Code:** | | |
| **Tel No:** | **Email Address:** | |
| **Name of Business Place:** | | |
| **What is the nature of your relationship with this person (eg manager etc.)?** | | |
|  | | |
| **Name:** | | |
| **Address:** | | |
| **Post Code:** | | |
| **Tel No:** | | **Email Address:** |
| **Name of Business Place:** | | |
| **What is the nature of your relationship with this person (eg manager etc.)?** | | |

**This section has been devised to assist in the shortlisting process and relates directly to the criteria outlined in the personnel specification. Failure to provide sufficient information/detail in response to the direct questions will in effect mean that your application may not be shortlisted, due to the lack of information.**

**1 Qualifications:**

**Do you hold minimum NVQ Level II in Early Years Care and Education or equivalent Yes/No**

**If ‘Yes’, please give details**: *(eg year gained, awarding body)*

1. **Experience:**

1. **Do you have a minimum of two years’ continuous experience of working with under 4’s or one year’s experience of working within a Pf2Y setting gained within the last four years?**

**Yes/No**

**If ‘Yes, please give details:**

1. **Do you have knowledge and understanding of the importance of observation and planning? Yes/No**

**If ‘Yes’, please give details:**

**(iii) Do you have an understanding of child protection issues? Yes/No**

**If ‘Yes’ please give details:**

1. **Abilities:**
2. **Can you outline your experience of working as part of a team and on your own initiative? Yes/No**

**If ‘Yes’, please give details:**

1. **Do you hold a current full driving license valid for use in the UK and access to a car or Yes/No**

**demonstrate mobility to fulfil travel requirement of the post.**

1. **Desirable Criteria:**

**Please indicate if you have evidence to demonstrate the following:**

1. **Completed Pf2Y training? Yes/No**

**If ‘Yes’, please give details:**

**(ii) Experience of working with children with additional needs? Yes/No**

**If ‘Yes’, please give details:**

**(iii) Experience of working with parents? Yes/No**

**If ‘Yes’, please give details**:

**5 Please give any other details which your feel may be relevant to this position.**

**6** **I give permission for an Access NI and Social Services check to be made and I am aware that any spent**

**convictions will be disclosed Yes/No**

**DECLARATION:**

**I understand that this information may be verified as part of my application and that any resulting employment may be withdrawn on the ground of its inaccuracy.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Closing date for receipt of applications is 12 noon, Friday 13th September 2024**

Application should be returned to: alessie.admin@earlyyears.org.uk

Shankill Sure Start

Alessie Centre

60 Shankill Road

BELFAST

BT13 2BB

SHANKILL SURE START

MONITORING INFORMATION

|  |
| --- |
| **Monitoring Reference Number SHANKILL SURE START – CHILDCARE WORKER (FLOATING) PF2Y – 20HR POST – TERM TIME**    **Application No: SSS/CCW -** |

FOR MONITORING PUROPOSES ONLY

Shankill Sure Start monitors the application it receives for jobs in order to ensure that its recruitment practices promote equality of opportunity.

This information will be treated in the strictest confidence and protected from misuse and will not form part of your application. It will be used only for the purpose of monitoring our equal opportunity employment policy.

|  |
| --- |
| **Please indicate your religion or the religion to which you would be perceived to belong 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 a member of neither Protestant nor the Roman Catholic Community |
| **Please indicate your gender by ticking the appropriate box below:**  Male  Female |
| **Please indicate your marital status by ticking the appropriate box below:**  Married    Single  Divorced/Separated  Widowed  Other |
| *Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities*  **Do you consider that you meet this definition of disability?**  Yes  No  If **‘YES’** please state the nature of, or effects of your disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Please describe your ethnic origin by ticking the appropriate box below:**  White  Irish Traveller  Black-Caribbean  Black-African  Black Other (please specify)  Bangladeshi  Other (please specify)  Indian  Pakistani  Chinese |



**SURE START DEVELOPMENTAL PROGRAMME FOR 2- 3 YEAR OLDS**

### JOB DESCRIPTION

**Job Title: Childcare Worker (Floating), Pf2Y**

**Salary:** £9838.40 per Annum

**Hours:** 20 hours/week, 39-week term-time option

**Accountable to:** Early Learning Coordinator/Programme Supervisor

**Location:** Any one of the **Tiny Steps** settings within the Greater Shankill area

## Role:

Tiny Steps is a developmental programme for 2 – 3 year olds and is currently delivered by Shankill Sure Start at Ballysillan Primary School, Blackmountain Primary School and also the Hannah and Alessie Centres. The programme aims to provide children with a range of new experiences and learning opportunities which will help enhance their speech and language development, communication and social skills and which should help ensure they are better prepared for starting nursery school. The programme will also seek to encourage parental involvement and participation. The successful candidate will be responsible for assisting in the delivery of the Programme for Two Year Olds at any one of the four **Tiny Steps** settings (as detailed above).

**Key Responsibilities:**

1. To provide cover for staff absence eg leave/sickness/attending training etc. at any one of the four **Tiny Steps** settings as and when required
2. To provide a safe, stimulating and varied programme of play and learning opportunities for children attending **Tiny Steps.**
3. To promote the social, emotional, physical, creative and intellectual development of children and to work in the interest of children at all times, while ensuring the maintenance and improvement of a welcoming child centred environment.
4. To contribute to development of programmes and activities for children specific to their needs and to seek professional advice about changes in a child’s wellbeing.
5. To develop supportive relationships with parents/carers and encourage parental involvement in the **Tiny Steps** programme. This may include providing support to other staff in organising and facilitating Stay and Play sessions as and when required.
6. To prepare and maintain facilities, resources and equipment used in the Pf2Y, such as rooms, resource materials and equipment and ensure all facilities and equipment are left clean and tidy after sessions.
7. To carry out and record observations of children in line with current practices within **Tiny Steps** and use them to plan appropriate activities to meet each child’s individual needs, including updating photographs and children’s files.
8. To ensure a good standard of hygiene and safety and observe all relevant health and safety rules and guidelines.
9. To prepare snacks ensuring compliance with current food hygiene legislation.
10. To provide administrative support to Early Learning Coordinator and/or Programme Supervisors when required, including making parent packs, printing photographs, photocopying, preparation of resources etc. for use within the Pf2Y
11. To provide crèche support for programmes within the wider Sure Start project and keep a register and attendance record of children as required.
12. To ensure confidentiality of information relating to children and families at all times.
13. To comply with Sure Start policies and procedures and be aware of and work in accordance with relevant legislation at all times.
14. To submit reports as required.
15. To attend relevant training courses and meetings as appropriate. Participation in and completion of the regional training for the two year old programme is a requirement of this post.
16. To undertake any other relevant duties as considered appropriate by the Early Learning Coordinator.

Please note that Shankill Sure Start operates a ‘No Smoking Policy’ and all employees must comply with this.

Shankill Sure Start is an Equal Opportunities employer and all staff are expected to adhere to the Equal Opportunities Policy throughout the duration of their employment.

***The duties and responsibilities outlined in this job description are not meant to be definitive nor restricted 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.***



### PERSON SPECIFICATION

**Job Title: CHILDCARE WORKER (FLOATING)**

**Salary:** £9838.40 per annum

**Hours:** 20 hours/week, 39-week term-time option

**Reports to: Early Learning Coordinator/Programme Supervisor**

## Role:

Tiny Steps is a developmental programme for 2 – 3 year olds and is currently delivered by Shankill Sure Start at Ballysillan Primary School, Blackmountain Primary School and also at the Hannah and Alessie Centres. The programme aims to provide children with a range of new experiences and learning opportunities which will help enhance their speech and language development, communication and social skills and which should help ensure they are better prepared for starting nursery school. The programme will also seek to encourage parental involvement and participation. The successful candidate will be responsible for assisting in the delivery of the Programme for Two Year Olds at any one of the four **Tiny Steps** settings within the Shankill area.

#### Essential Criteria

##### Qualifications:

* Minimum NVQ Level II in Early Years Care and Education or equivalent

#### Experience:

* A minimum of two years’ continuous experience of working with under 4’s or one year’s experience of working within a Pf2Y setting, should be within the last four years
* Knowledge and understanding of the importance of observation and planning
* An understanding of child protection issues

**Abilities:**

* An ability to work as part of a team and on own initiative
* Good interpersonal skills
* A good standard of written and verbal communication skills
* Current full driving licence valid for use in the UK and access to a car in order to fulfil the travel requirements of the post.

**Desirable Criteria:**

* Completed Pf2Y training
* Experience of working with children with additional needs
* Experience of working with parents