



# HOPSCOTCH

Children's Nurseries

## JOB DESCRIPTION – NURSERY PRACTITIONER (UNQUALIFIED)

<b>Hours:</b>	20-40 hours per week all year round
<b>Holiday:</b>	28 days per annum pro rata inc 8 statutory holidays (3 days holiday entitlement to be taken during the Christmas closure period)
<b>Salary:</b>	£7,654 - £12,646 per annum pro rata
<b>Benefits: (optional)</b>	Company Pension Scheme, Salary Sacrifice Scheme for childcare
<b>Probation period:</b>	6 months from start date
<b>Notice period:</b>	One calendar month

This post is subject to a Criminal Records Bureau check at Enhanced level.

### Requirements

Two satisfactory relevant references

Satisfactory CRB disclosure check

To undertake relevant training towards a Hopscotch and Ofsted approved childcare qualification

To demonstrate that you can read effectively and are able to communicate clearly and accurately in spoken and written standard English.

### Desirable

Relevant skills for working with groups of children aged 0-5 years

### Main Duties

To implement and promote all Hopscotch policies and the Staff Rules.

To have an understanding of children's development, their needs and the provision of positive play

To demonstrate a genuine care for children.

To care for and supervise the group of children assigned to them.

To ensure their safety at all times.

To take an interest in the children and their families, to treat them as individuals and with respect at all times.

To create an interesting and stimulating environment for the child to develop all their skills.

To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.

To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development

To ensure positive management of children's behaviour.

To carry out housekeeping duties as appropriate.

To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage

To support a commitment to the theory and practice of equal opportunities.



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To ensure an adherence to the health and safety policy relating to the provision of play.

To support senior members of staff to ensure put appropriate Child Protection procedures into practice.

To ensure that all information pertaining to Hopscotch, its operation, children, staff and parents remains confidential.

To support all co-ordinators eg, senco and equal opportunities in their duties.

To be flexible and adaptable, to assist in all areas of nursery work and to provide support for other members of staff.

To assist in the keeping of development records and observations, and accident, incident and risk assessment records as appropriate

To be able to think and act quickly in a stressful or emergency situation, and to be aware of the correct procedures.

To attend staff meetings and training courses as directed by senior managers or tutors.

To work as part of that team and contribute positively to the staff team.

To provide a role model of good practice to other members of staff.

To go about your duties with a positive and enthusiastic attitude - to be organised, efficient, confident, hardworking and conscientious.

To promote at all times good relations between staff members, parents and children, and at all times promote the good name and ethos of Hopscotch.

To cover any other staff responsibilities as appropriate at the request of the Manager, particularly taking into account that unforeseen situations can occur when looking after children, and that the child's care and welfare is paramount at all times.



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## **NURSERY NURSE (UNQUALIFIED) - PERSON SPECIFICATION**

### **Essential**

A willingness to gain relevant qualifications, if appropriate.

A basic understanding of children's development, their needs and the provision of positive play.

A commitment to the theory and practice of equal opportunities.

An awareness of health and safety issues relating to the provision of play.

An ability to carry out light physical duties to include lifting babies and children, housekeeping tasks and setting up the learning environment.

An ability to work on own initiative .

An ability to communicate effectively with parents and build a relationship of trust with them.

To possess a reasonable standard of literacy and the ability to write reports as appropriate.

A willingness to learn the policies and procedures of Hopscotch and to abide by the staff rules.

A willingness to adhere to the Hopscotch dress code.

A willingness to work as part of and contribute positively to the staff team.

A willingness to attend staff meetings, training courses and nursery parent's evenings as appropriate.

To possess a level of fitness to enable the lifting and handling of children and some equipment, the execution of light housekeeping duties and the ability to use a variety of cleaning products and personal protective equipment.

### **Desirable**

Relevant skills for working with groups of children aged 0 - 5 years.

First Aid certificate

Food Hygiene certificate



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## PERSONAL DETAILS

Forename	Surname
Home Address	Post Code
Home Telephone	Mobile Telephone
Email Address	All communications will be by email/phone unless requested otherwise
Position applied for:	Location:

To comply with the Immigration, Asylum & Nationality Act 2006 we are required to check your eligibility to live and work in the UK. Please confirm that on request you will be able to provide this evidence. **Yes/No**

Please indicate if you are a national from a Non-European Economic (EEA) country. **Yes/No**

National Insurance Number

## Do you hold a full and relevant CHILDCARE QUALIFICATION to deliver the EYFS?

Qualification	Where Obtained	Date
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You can check your qualification at [www.cwdcouncil.org.uk](http://www.cwdcouncil.org.uk)

**If yes, please send a photocopy of your certificate with this application.**

## EDUCATION

Schools/colleges attended with dates	Qualifications obtained with grades
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### OFFICE USE ONLY

Received		Refs	
Acknowledged		Handbook	
Interview		Copy	
Work Session		CRB	
Offer		Pension	
Offer Letter		List	
Contract			



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PLEASE LIST ALL EMPLOYMENT FOR AT LEAST 5 YEARS INCLUDING ANY BREAKS

Please start with you most recent employment.

<u>Employers Name and Address</u>	<u>Dates</u>	<u>Reason for Leaving/Breaks</u>
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Are you able to read and write effectively in standard English?	<b>YES/NO</b>
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Are you able to understand and communicate clearly in standard English?	<b>YES/NO</b>
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Have you ever been subject to any disciplinary procedures in any capacity? If yes, please give details	<b>YES/NO</b>
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Due to the nature of the work, this employment is exempt from the provision of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendments) Order 1986. All applicants must disclose details of any criminal convictions, cautions, reprimands or warnings which for other purposes may be considered as 'spent'. An Enhanced Criminal Records Bureau (CRB) check will be carried out for applicants selected for appointment. Information received will be kept confidential and only used in relation to the position.

Have you ever had any criminal convictions, including 'spent' convictions?	<b>YES/NO</b>
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Have you ever had any police warnings, cautions or reprimands, including 'spent' convictions?	<b>YES/NO</b>
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Have you ever been involved in any child protection issues, concerns or allegations in any capacity?	<b>YES/NO</b>
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If yes to any of the above, please give details

Do you know anyone currently employed by Hopscotch?	<b>YES/NO</b> If yes, who?
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Have you worked/applied for employment at Hopscotch before?	<b>YES/NO</b> If yes, when?
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Please study the enclosed job description and person specification and provide as much information as possible, using examples of how your skills, knowledge and experience are relevant to the position applied for, including any further education or relevant training courses attended (continue on a separate sheet if necessary).

Please state if you have any special needs at interview.

I declare all the above statement are true and complete. I understand that any misrepresentation will invalidate my application and, if employed, could lead to negation of my Contract of Employment. I give permission to contact previous employers or references given, and to provide all relevant documents related to CRB and reference checks within the required deadlines.

Signed:

Date:

**Please return to: Hopscotch, 9 Aymer Road, Hove, East Sussex BN3 4GB**



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## CANDIDATE REFERENCES

You must complete the following in full. References should be from previous employers or school/college tutors; we cannot accept references from relatives.

YOUR NAME.....DATE.....

1st REFERENCE                      This referee can be contacted immediately YES / NO

Name.....Job Title.....

Capacity in which they know you.....

Contact address.....

.....

Post Code.....Contact Phone No.....

Contact email address.....

2nd REFERENCE                      This referee can be contacted immediately YES / NO

Name.....Job Title.....

Capacity in which they know you.....

Contact address.....

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Post Code.....Contact Phone No.....

Contact email address.....

3rd REFERENCE                      This referee can be contacted immediately YES / NO

Name.....Job Title.....

Capacity in which they know you.....

Contact address.....

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Post Code.....Contact Phone No.....

Contact email address.....





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## EQUALITY OF OPPORTUNITY

We wish to ensure our recruitment procedure is free from bias. This is not compulsory, but we would be grateful if you could complete this form and return it with your application form. It will be detached from your application form on receipt and will not form part of the recruitment procedure. This information will be treated as strictly confidential and used for statistical purposes only.

Thank you for your cooperation.

(Please tick)

<b>Sex</b>	Female	Male	
<b>Age</b>	16-25	26-35	36-45
	46-55	56-65	65+

### Date of Birth:

### I consider myself to belong to the following group:

British	Other European	African
Afro-Caribbean	Indian subcontinent	Asian
South/Central America	Pacific (Australia/New Zealand)	US/Canada Other

Are you a registered disabled person? Yes/No

Are you a non-registered disabled person? Yes/No

How did you hear about our vacancy?



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## HOPSCOTCH PRE-SELECTION HEALTH STATEMENT

Please complete this form to comply with EYFS Welfare Requirements for Suitable People. To help you, please refer to the Job Description and Person Specification.

Name.....

1a Do you, at present, or in the past/future, have any illness or health issue which you believe may affect your ability to care for children? **YES / NO**

If yes, give details.....  
.....

1b Do you, at present, or in the past/ future, take any medication which you believe may affect your ability to care for children? **YES / NO**

If yes, give details.....  
.....

**If you have answered yes to either of the above questions, it is required that you obtain written medical confirmation that the illness, health issue or medication will not impair your ability to care for children. This must be attached to your application form.**

2 Have you any other health issues, needs or requirements which have not already been mentioned? **YES / NO**

If yes, please give details.....  
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3 When working with children, practitioners must not be under the influence of alcohol or any other substance which may affect their ability to care for children

Please confirm you comply with this legal requirement. **YES / NO**

4 Would we need to make any reasonable adjustments to support you at work so that you can fulfill the requirements of the position? **YES / NO**

If yes, please explain.....  
.....  
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I understand that if any of the information on this form changes and may affect my ability to carry out my normal duties or affect my ability to care for children, I will inform Hopscotch in writing immediately.

I declare all the above statements are true and complete. I understand that any misrepresentation will invalidate my application and, if employed, could lead to the termination of my Contract of Employment.

Signed.....Date.....

