Enclosed in this pack is the following,

*Section 1 - Outline of recruitment process*

*Section 2 – Safeguarding statement*

*Section 3 – Job Description*

*Section 4-Application form*



*Section 1 – Outline of recruitment process*

Recruitment Process

* All candidates will be required to complete the application form and return it either by post or email along with their CV if they choose, this includes a Health Declaration form.

**PART 1- Application**

* All application forms will be considered by our senior management team where they will look for any gaps in employment and any discrepancies with the application.
* From this point the applicants will be told if they have been successful in **part 1** of the process or not. If the applicant is successful, they will move on to **part 2** of the recruitment process.

**PART 2- Interview**

* Successful applicants in **part 1** will be invited to an Interview. These will take place at the site in which the position is based at. Two members of the senior management team will be present in the interview.
* During the interview candidates will be given a tour of the setting and are encouraged to ask any questions.
* Applicants will then sit with the senior team and answer some interview questions.
* Within a reasonable time after the interview, the applicant will be told if they have been successful or not. If successful, they will then move on to **part 3** of the recruitment process.

**PART 3- Working Interview**

* You will then be invited to a working interview; this is where a candidate will be required to hold a small circle time session or activity depending on the position applied for where they will be observed by a member of the senior management team.
* You will be required to send in a ‘Learning Intentions Sheet’ prior to the working interview.
* If you are successful in **part 3** of the recruitment process, you may then be offered a conditional offer of employment. This will be subject to satisfactory references, self-disclosure form and DBS clearance.

**All staff members are subject to a rigorous induction period of 6 months, where they will work their way through the induction pack.**

**Cedar Tree reserves the right to extend ‘Probationary Periods’ where necessary.**

*Section 2 - Safeguarding statement*

The safety, well-being and best interest of the children is of prime importance. The setting including staff, students and volunteers have a duty of care to promote the children’s welfare and protect them from harm. It is everyone’s responsibility to safeguard children. Our commitment to keeping children safe and promoting welfare encompasses our vision and the many aspects of the care, education and service that we provide.

Safeguarding and promoting the welfare of children is defined as:

* Protecting children from maltreatment
* Preventing the impairment of children’s health or development
* Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* Taking action to ensure all children have the best outcomes

The ethos of Cedar Tree supports the development of a positive self-image, a growth mindset and increases confidence and promotes a passion for learning. Staff listen to the children and encourage them to express their thoughts and feelings in a professional manner.

As adults have a tremendous impact on children, we ensure that our policies and procedures and daily practices for all adult’s employees and volunteers:

* Are positive role models for the children
* What a happy, caring and safe environment
* Comply within the agreed policies of the setting
* Create an environment of trust and respect
* Recognise and value strengths and in each other and use these to support everyone
* Encourage children to have a growth mindset and think for themselves ask questions and seek answers

Through these actions we aim to:

* Promote a culture by children are always respected valued and listen to
* Promote a culture of safety, equality and protection
* Promote a culture where staff act in the best interest of each child and are confident to raise any concerns and act in a professional and confidential manner
* Create an environment and experience for all children which enables them to develop a positive self-image, a growth mindset, a sense of independence and a secure understanding of British values
* Give staff the opportunity to contribute to and shape safeguarding arrangements and the child protection policy, to utilize the expertise they build up through safeguarding training and managing safeguarding concerns on a daily basis
* Ensure children are confident to talk to member of staff if they are worried about something

*We comply with all statutory requirements for reporting information which is linked to safeguarding including reporting to all the relevant authorities.*



*Section 3 - Job Description*

*Position-Early Years Practitioner*

*Salary- Decided upon qualification and knowledge*

*Working hours – Monday to Friday 7:30-5:30*

* To work as a member of the Cedar Tree team to ensure that all children attending the setting receive high-quality care are kept safe and receive rich stimulating play experiences which meet their individual needs.
* Provide high standards of quality within the nursery including the environment resources and experiences offered to the children.
* Follow the observation development and assessment procedure outlined in our policies, insuring rich and thorough Learning opportunities for the children using the early years foundation stage curriculum for guidance
* Maintain accurate and effective children’s records
* Work in partnership with parents/carers and other professionals to meet the needs of the children
* Ensure equality and diversity within their practice ensuring that children with SEN have full inclusion
* Undertake relevant training required by Cedar Tree
* Insure the children are kept safe at all times and that staff understand, when necessary, follow safeguarding procedures
* Keep up-to-date with the statutory framework for the EYFS
* Undertake a key person role where they will carry out all related responsibilities in building relationships with a small group of children and their families
* Undertake a shared responsibility for health and safety and cleanliness throughout the Pre-School
* Are dear to all health and safety policies and procedures
* Ensure the general cleanliness of children at all times
* Be fully aware of all emergency and security procedures including fire precautions security dropping off and collection of the children
* To implement risk assessments to ensure the safety of themselves and children at all times
* Operate to the highest standard of hygiene and cleanliness in the bedding and nappy changing area and food service areas.
* Work with the manager and inspectors during inspections by regulatory bodies such as OFSTED and to assist in the implementation of any recommendations
* It is essential that you work as a team with other members of staff
* Support and mental students were applicable
* Be active and responsible for participating in all self-development activities including appraisal supervisions and staff meetings
* Undertake any other reasonable duties as requested by your management team
* Adhere Cedar Tree’ policies and procedures



*Section 4 - Application form*

*Position Applied for:*

*BASE SITE:*

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| --- |
| **Personal Details** |
| Mr/Miss/Mrs/Other |  | Email |  |
| Surname |  | Forenames |  |
| Address |  | Contact Numbers |  |
| DOB |  |
| National Insurance number  |  | DBS Number  | *If your on the update service* |
| Do you hold a clean and current driving license? | Yes/No |
| Do you have the right to work in the UK?Note: The company will require proof of this right before an offer of employment can be confirmed. | Yes/No |
| Are you related to any employee and/or family that may attend Cedar Tree? | Yes/NoIf yes please give names |

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| **Qualifications/Training** |
| Qualification | Date received | Grade |
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| **Experience** **Please include a full list including any gaps of employment**  |
| Place of work | Dates: To - From  | Role and responsibilities  |
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| Please attach sheet if needed |

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| **References** |
| Please provide details for **TWO** people who are able to provide references for you. They both must be from a manager/line manager. One must be your current/last employer.  |
| Reference 1 (*Current/Last Employer)* |
| Name |  |
| Company Name |  |
| Their position in the Company |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Are we able to contact then now? |  |
| Are you able to start straight away?What is your notice period? |  |
| Reference 2 |
| Name |  |
| Company Name |  |
| Their position in the Company |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Are we able to contact then now? |  |

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| **Declarations** |
| Have you ever had any criminal convictions, including ‘spent’ convictions? | YES/NO |
| Have you ever had any police warnings, cautions or reprimands, including ‘spent’ convictions? | YES/NO |
| Have you ever been involved in any child protection issues, concerns or allegations in any capacity? | YES/NO |

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| **Suitability of position in support of application** |
| *After reading the job description, please give the reason for your interest in the post, detailing experience, skills and attributes that you would consider relevant to this position.* |

**By signing this application form you are attesting that all information therein is true and correct to the best of your knowledge.**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |