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# **Little Owls Day Nursery Bank Nursery Assistant Role**

**Recruitment Pack**

January 2019



**Little Owls**  
Day Nursery



## Dear Applicant

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### **Re: Bank Nursery Assistant**

Thank you for the interest you have shown in the above role. Please find enclosed the specific role requirements and duties for this post detailed within this document.

Due to expansion and increased numbers, we are looking at recruiting Bank Nursery Assistants to join our team.

Little Owls Day Nursery is based in a separate building on the grounds of Dove House Hospice on Chamberlain Road in East Hull. The nursery has the capacity to care for around 60 children from the local community in a newly refurbished building with outdoor play areas.

### **Terms of Service**

The terms and conditions of the post are:

1. Salary: £7.83 per hour
2. Hours of work: Monday to Friday between 7:30am and 6:15pm as needed. We must state that the Nursery is under no obligation to offer you work, and for legal reasons all work offered and accepted will be separate from the next. No mutuality of obligation shall subsist between engagements. Likewise, by joining our Bank you are under no obligation to accept work when it is offered to you.

### **How to Apply**

To apply for this role, please complete the application form and send it to the address below at your earliest convenience.

Ben Collie  
Human Resources  
Dove House Hospice  
Chamberlain Road  
Hull  
HU8 8DH

Alternatively this can be emailed to: [b.collie@dovehouse.org.uk](mailto:b.collie@dovehouse.org.uk)

Please note that due to the nature of this role, the successful candidate will be asked to apply for an Enhanced check with Barred List Check (Children) for regulated activity through the Disclosure and Barring Service. This will contain details of all convictions on the Police National Computer including cautions, reprimands or final warnings which would not be filtered in line with current guidance. A criminal record will not necessarily be a bar to obtaining employment.

If you would like further information before deciding to proceed with your application please contact Kerry Farquhar, Nursery Manager on (01482) 785778 or email [nursery@dovehouse.org.uk](mailto:nursery@dovehouse.org.uk)

Dove House Hospice Ltd (the employing body for the nursery) aims to maintain a professional, caring and efficient workforce. In dealing with applications for employment we intend to select the best available person for every vacancy, regardless of gender, race, marital status, disability, religious beliefs, political beliefs, age or sexual orientation.

As a charity, it is important that we keep our expenses to a minimum. To this end, it is our policy not to reply to applicants who have not been short-listed. Therefore, if you have not heard from the hospice within four weeks of the closing date you should assume that your application has been unsuccessful. If you do not receive an invitation to interview, and would like to find out why you have not been short-listed, please do not hesitate to contact Nicola Beecher, HR Administration Assistant, on 01482 785740 or email [n.beecher@dovehouse.org.uk](mailto:n.beecher@dovehouse.org.uk)

Yours sincerely



Ben Collie  
Recruitment Assistant



## Job description

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1.	<p><b>JOB TITLE:</b> Nursery Assistant</p> <p><b>REPORTS TO:</b> Nursery Manager / Deputy Nursery Manager</p> <p><b>ACCOUNTABLE TO:</b> Nursery Manager</p> <p><b>DEPARTMENT:</b> Nursery</p> <p><b>PLACE OF WORK:</b> Any premises operated by the Company</p> <p><b>VERSION DATE:</b> March 2017</p> <p><b>REVIEW DATE:</b> March 2018</p>
2.	<p><b>VISION:</b></p> <p>The nursery provides a caring, safe, nurturing and happy learning environment for all children and young people and is a place where everyone is known and valued. United our staff are passionate, positive and professional in their work and encourage children to learn and develop as individuals.</p> <p>An ethos of delivering high quality care and early education is one that is shared with the hospice which is the nursery's owner and operator.</p>
3.	<p><b>JOB SUMMARY:</b></p> <ol style="list-style-type: none"> <li>1. To provide a high standard of care for children cared for in the setting.</li> <li>2. To work as part of a team in order to provide an enabling environment in which each individual child can play, develop and learn.</li> <li>3. To build and maintain strong partnership working with parents to enable children's needs to be met.</li> </ol>
4.	<p><b>MAIN RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members).</li> <li>2. To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life.</li> <li>3. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs.</li> <li>4. To ensure you always adhere to and follow procedures in relation to meeting the needs of individual children having an awareness of any disabilities, family cultures and medical histories.</li> <li>5. To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary.</li> <li>6. To be involved in out of working hours activities, e.g. training, monthly staff meetings, open days etc.</li> <li>7. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snacks, cleansing of equipment, etc.</li> <li>8. To read, understand and adhere to all policies and procedures relevant to your role.</li> </ol>

	<p>9. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</p> <p>10. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</p> <p>11. To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</p> <p>12. Undertake any other relevant duties as reasonably requested by the Nursery Manager/ Deputy Nursery Manager.</p> <p>NB This job description may be amended in consultation with the post holder in the light of on-going, changing Organisational needs.</p>
<p><b>5. HEALTH &amp; SAFETY:</b></p>	<p>All employees have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such your duties will include:</p> <ol style="list-style-type: none"> <li>1. Making yourself familiar with our health and safety policy.</li> <li>2. To abide by the above mentioned general health and safety rules, procedures and responsibilities at all times.</li> <li>3. No action is to be taken by you which could threaten the health and safety of yourself, other employees or other persons.</li> <li>4. At all times to report any unsafe conditions, or acts.</li> <li>5. To undertake any training as required by the organisation that may help you achieve the above responsibilities.</li> </ol>



## Person Specification

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<p><b>1.</b></p>	<p><b>JOB TITLE:</b>                    <b>Nursery Assistant</b></p> <p><b>VERSION DATE:</b>            <b>March 2017</b></p> <p><b>REVIEW DATE:</b>             <b>March 2018</b></p>
<p><b>2.</b></p>	<p><b>ESSENTIAL</b></p> <ol style="list-style-type: none"> <li>1. Desire to work with young children in an early years setting</li> <li>2. Ability to communicate well with adults and children</li> <li>3. Ability to work as part of a team</li> </ol>
<p><b>3.</b></p>	<p><b>DESIRABLE</b></p> <ol style="list-style-type: none"> <li>1. Desire to gain a relevant Early Years Qualification at Level 2 and/ or Level 3</li> <li>2. Experience in working with/ caring for young children</li> <li>3. Knowledge of child development and supporting individual children's needs</li> </ol>



# APPLICATION FOR BANK WORK

Please complete this form in black ink or typescript.

<b>Post</b>	Bank Nursery Assistant	<b>Closing date:</b>	28 <sup>th</sup> February 2019	<b>Post Reference:</b>	BNA092019
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**BANK HOURS:** If you are successful in obtaining a bank position within Little Owls Day Nursery, the following will apply;

- No contract of employment shall exist between you and Little Owls Day Nursery.
- Hours are not set or guaranteed.
- Availability of work on our Bank will vary dependant on many factors within the Nursery.
- The Nursery is under no obligation to offer you work, and for legal reasons all work offered and accepted will be separate from the next.
- No mutuality of obligation shall subsist between engagements. Likewise, by joining the Bank you are under no obligation to accept work when it is offered to you.

**Please sign below to confirm that you understand and agree with this statement. If you require any further information before continuing with your application, please do not hesitate in contacting the HR Department on 01482 785740.**

**Signature:**.....**Date:**.....

PERSONAL DETAILS	
Title:	Surname: Forename(s);
Address:	
Post Code:	
Telephone Numbers: Home	Mobile:
Email Address: (If provided, we will contact you via your email address if you're invited to attend an interview)	

AVAILABILITY (by ticking any box below, there won't be any obligation to be available at those times/days)							
Availability – Please indicate when you may be regularly available by ticking the relevant boxes below.							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>AM</b>							
<b>PM</b>							
<b>NIGHTS</b>							

EDUCATION AND PROFESSIONAL QUALIFICATIONS: Include in this section all relevant qualifications, i.e. general, higher and professional. Indicate subjects currently being studied for with an asterisk (*).			
Subject/Qualification	Place of Study	Grade Results	Year Obtained

**MEMBERSHIP OF PROFESSIONAL BODIES**

Name of Institution/Professional Body	Registration Number	Expiry Date

**PRESENT/MOST RECENT EMPLOYER**

Job Title:	Number of Hours Worked:
Employers Name and Address: _____ _____ _____ _____	Date Commenced: Day:            Month:            Year:
	Present Grade/Salary:
	Length of Notice Required:
	Reason for Leaving/Looking for alternative employment:
	Date left (if applicable):

Please describe the main duties and responsibilities of your present/most recent job:


**PREVIOUS EMPLOYMENT:** Please cover the last 10 years (including your present/most recent employer above) Please give exact dates of all employment and include periods of breaks in employment and reasons.

Employer's Name and Address	Position Held	Dates						Reason for Leaving
		From			To			
		Day	Month	Year	Day	Month	Year	

Continue on a blank piece of paper (and attach) if necessary to cover the previous 10 years.

**CRIMINAL CONVICTIONS**

Do you have any convictions, cautions, reprimands or final warnings? Yes  No   
 (those that are not "protected" as defined by the Rehabilitation of Offenders Act 1975 (Exceptions) order 1975 (as amended in 2013) by SI 2013 1198)

## CANVASSING/RELATIONSHIPS

Canvassing (not including general discussion of the post) or a failure to disclose a relationship will disqualify an applicant. Are you related to a member of Little Owls Day Nursery / Dove House Hospice staff or Governing Board?

Yes  No

If YES, please give details:

### SUPPORTING INFORMATION:

1. Please answer the following questions which have been created to cover certain or all areas of the person specification.
2. You should use examples and knowledge gained from paid work, unpaid work, studying or training.
3. If you are not able to answer all of the questions below, you will not meet our essential criteria & will not be shortlisted.
4. Where you are able to answer all questions below, your quality of answer will be compared to other applicants.
5. The essential criteria have been identified as the minimum requirements needed to be able to effectively do the role.
6. Continue on a separate sheet of paper (and attach), if necessary detailing the question number you're answering.

**Please do not attach CV (If attached, it will not be used for shortlisting)**

1. (E1) What was it that made you apply for this post?

2. (E3) Please give an example of when you have had to work well within a team.



3. (D2) What experience do you have of working with/caring for young children?

**REFERENCES:**

1. Give names, addresses and contact details of 2 professional referees who are able to provide an objective assessment of your work performance.
2. Ensure one of your referees is your present/most recent employer.

Name		Name
Job Title		Job Title
Work Address		Work Address
Post Code		Post Code
Telephone No.		Telephone No.
Email Address		Email Address
Capacity in which the above is known to you:		Capacity in which the above is known to you:

**Please do not give the name of any relative (even if you have worked for/with them)  
Referees will only be approached after interview for the successful candidate**

**RECRUITMENT MONITORING:** In order to help us monitor the effectiveness of our methods of recruiting, please indicate how you became aware of this post (please tick)

Hull Daily Mail Newspaper

Hull Daily Mail Website

Dove House Hospice Website

Shop Window

Facebook

Twitter

Other (Please specify below)

Little Owls Nursery website

## DECLARATION

I confirm that the information contained in this application is correct and that all relevant details have been given, and I understand that, if offered, the appointment will be subject to the information contained herein.

I understand that any false statement may disqualify me from employment or render me liable to instant dismissal.

I agree that the information provided in this application form may be processed by Dove House Hospice in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provide herein, the Hospice may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the Hospice in a secure confidential file and the contents only used for necessary business purposes. All details are held in accordance with the General Data Protection Regulation (GDPR)

I also understand that anything I hear or learn, concerning individual patients or my work in the course of my duty, must be treated in the strictest confidence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed application forms need to be returned to:

**HR Department, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH**

**REHABILITATION OF OFFENDERS:** Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 as amended. Therefore, you are required to disclose all information about convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

All applicants aged 16 years or over who are offered employment where they are based at our **Hospice** will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings which would not be filtered in line with current guidance.

**Please read the following carefully before answering the next question.**

**List of offences which will always be disclosed on criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service:** Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 ("the Order").

The rules covering filtering are as follows:

**Convictions**

A conviction received when the person was 18 or over will not be disclosed only if:

- (i) 11 years have elapsed since the date of conviction;
- (ii) it is the person's only conviction; and
- (iii) it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of specified offences which must always be disclosed. If a person has more than one conviction, then details of all their convictions will always be included.

A conviction received when the person was under 18 would become eligible for filtering after 5.5 years – unless it is on the list of specified offences which must always be disclosed, a custodial sentence was received or the individual has more than one conviction.

**Cautions**

A caution received when the person was 18 or over will not be disclosed if six years have elapsed since the date of issue – and if it does not appear on the list of specified offences which must always be disclosed.

A caution received when the person was under 18 will not be disclosed if 2 years have elapsed since the date of issue – but only if it does not appear on the list of specified offences which must always be disclosed.

**List of specified offences which must always be disclosed**

Certain offences are considered so serious that they will always be disclosed, regardless of when they took place and the person's criminal record. These offences are described in the Order and a list of offences which are always disclosable has been derived from the Order and set out below. Please see <https://www.gov.uk/> for list.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Yes

No  (If YES, please provide details below)

I have read the above statement and understand it.

Signed \_\_\_\_\_ (applicant) Date \_\_\_\_\_

Having a criminal record will not necessarily bar you from being employed by us. This will depend on the nature of the position applied for and the circumstances and background of your offences. The DBS Code of Practice and our full policy statement on the recruitment of ex-offenders are available on request.

**DECLARATION: I declare that:**

1. I have not been convicted or cautioned for a criminal offence in another country.
2. I am not currently the subject of any police investigation and/or prosecution in the UK or any other country.
3. I am not currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professionals, including such a regulatory body in another country.
4. I have never been disqualified from the practice of a profession or required to practice it subject to specific limitations following a fitness to practice investigation by a regulatory body in the UK or another country.

Please note: If you are unable to confirm all points above, please clearly cross out the statement(s) that does / do not apply and we will contact you to discuss further.

Signed \_\_\_\_\_ (applicant) Date \_\_\_\_\_

It is the policy of the Hospice to ensure that no member of staff, potential staff, service user or volunteer is treated less favourably as a result of their gender, age, marital status, ethnic origins, religion and belief, sexual orientation or disability. All details are held in accordance with the General Data Protection Regulation (GDPR)

In order to assist the Hospice in monitoring the effectiveness of the Equal Opportunities Policy, you are asked to complete this sheet and return it with your Application Form. On receipt, it will be kept entirely confidential and will not be referred to during the recruitment process.

Please return to: - HR Department, Dove House Hospice, Chamberlain Road, Hull, HU8 8DH

**Post applied for** Bank Nursery Assistant

**Date completing form** .....

**Full name in capitals** .....

Please indicate by ticking boxes or entering information as appropriate.

<b>GENDER:</b>		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

<b>DATE OF BIRTH:</b> _____
Prefer not to say <input type="checkbox"/>

<b>MARITAL STATUS:</b>					
Single <input type="checkbox"/>	Divorced <input type="checkbox"/>	Married <input type="checkbox"/>	Civil Partnership <input type="checkbox"/>	Cohabiting <input type="checkbox"/>	Widowed <input type="checkbox"/>
Prefer not to say <input type="checkbox"/>					

<b>ETHNICITY:</b>	
Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box below.	
Arab – Middle Eastern <input type="checkbox"/> Arab – North African <input type="checkbox"/> Asian or Asian British – Bangladeshi <input type="checkbox"/> Asian or Asian British – Indian <input type="checkbox"/> Asian or Asian British – Pakistani <input type="checkbox"/> Black or Black British – African <input type="checkbox"/> Black or Black British – Caribbean <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Latin American <input type="checkbox"/> Mixed – White and Asian <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/> Mixed – White and Caribbean <input type="checkbox"/> Other Asian Background <input type="checkbox"/> Other Black background <input type="checkbox"/> Other Ethnic background <input type="checkbox"/> Other Mixed background <input type="checkbox"/> Other White background <input type="checkbox"/> If any 'other' category ticked, please specify if you wish: White – British <input type="checkbox"/> White – Irish <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

<b>SEXUAL ORIENTATION:</b>	
Bisexual <input type="checkbox"/> Gay woman/lesbian <input type="checkbox"/> Other <input type="checkbox"/>	Gay man <input type="checkbox"/> Heterosexual/straight <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

<b>RELIGION OR BELIEF:</b>	
Buddhist <input type="checkbox"/> Christian <input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/>	Other <input type="checkbox"/> please specify if you wish: _____ No religion <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

<p><b>DISABILITY:</b> The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.</p> <ul style="list-style-type: none"> <li>• 'Substantial' is more than minor or trivial - e.g. it takes much longer than it usually would to complete a daily task like getting dressed.</li> <li>• 'Long-term' means 12 months or more - e.g. a breathing condition that develops as a result of a lung infection</li> </ul> <p>Does this definition apply to you? Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/></p>
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