



Date as postmark

Dear Applicant,

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

**Re: Creche Worker – Programme for 2-3 Year Olds**

**Closing date for receipt of completed applications: 17<sup>th</sup> June 2019 at 12pm.**

**Interviews will be held on either 19<sup>th</sup>, 21<sup>st</sup> or 24<sup>th</sup> of June to be confirmed.**

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

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,

**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@abbeyesurestart.co.uk](mailto:admin@abbeyesurestart.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)

<b>Position applied for</b>	CRECHE WORKER – DEVELOPMENTAL PROGRAMME
<b>Reference number</b>	2YOPM19
<b>Closing date/time</b>	<b>Monday 17<sup>th</sup> June 2019 at 12pm</b>
<b>How did you learn about this position</b>	
<b>Title</b>	
<b>First name(s)</b>	
<b>Surname</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Home telephone number</b>	
<b>Mobile telephone number</b>	
<b>National insurance number</b>	
<b>Email Address</b>	

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? YES/NO  
**(Please circle)**

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.

Date received (office use only) \_\_\_\_\_

**Qualifications obtained at school**

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

Subject	Level/stage e.g. GCSE, A, RSA etc.	Result and grade obtained	Year

**Further Education**

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

**Further Education**

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

**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>

**Suitability for the position**

*Please demonstrate your suitability for the position by addressing each requirement on the person specification in turn and explain, briefly for each point, why you are the right person for this job. You may use an additional page, if necessary*

**ESSENTIAL CRITERIA**

*Qualifications and Experience*

*Knowledge and understanding*

*Skills and abilities*

**DESIREABLE CRITERIA**

**SUPPORTING STATEMENT**

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

## 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.

1. Current or last employer	2.
Referee name:	Referee name:
Address:	Address:
Email:	Email:
Telephone number:	Telephone number:

## Sick Leave

Number of days sick leave in past year:	
Reason(s) for absence(s):	

<b>Have you ever been convicted of any offence:</b>	YES/NO
If so, please state nature of offence and date occurred:	
<b>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.</b>	
<b>ALL INFORMATION GIVEN SHALL BE TREATED AS CONFIDENTIAL.</b>	

<b>Signature</b>	
<b>Date</b>	

**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](mailto: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@abbeysurestart.co.uk](mailto:admin@abbeysurestart.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>  www.abbeyesurestart.com  <b>Opening hours:</b>  Monday to Friday - 9am to 5pm
<b>Also based at:</b>  <ul style="list-style-type: none"> <li>• Abbeystown 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> <li>• Rathcoole Primary School</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> These wards cover Rathcoole, part of Rushpark, Merville Garden Village, Whitehouse, Bawnmore, Longlands, Rathfern, Cloughfern, Abbeyville and Glenville

**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**

## **Crèche Worker Programme for 2-3 Year Olds 2YOP/M19**

<b>Post:</b>	Crèche Worker Programme for 2-3 Year Olds
<b>Hours:</b>	20hrs per week (48 Weeks/annum)
<b>Hourly Rate:</b>	£8.21-£8.69 per hour
<b>Responsible to:</b>	Project Manager
<b>Reporting to:</b>	Early Years Manager

### **Job Description**

The appointed person will work with the Developmental Programme Manager to implement a service that meets the needs of families, in the Abbey Sure Start area.

The crèche worker will be based in our developmental programme for 2 year olds. The programme has a focus on constructive play in group settings to enhance children's social development, build on their communication and language skills and encourage their imagination through play.

#### **KEY TASKS**

- To contribute to creating a safe and stimulating environment that provides a wide range of age appropriate activities to enable children to reach their full potential.
- To encourage parents to engage positively during play sessions
- To prepare activities and ensure play area is clean and set up prior to session and tidied and cleaned at end.
- To keep up to date with legislation and good practice in relation to Child Protection and to adhere to Abbey Sure Starts Child Protection Policy and Procedures.
- Respect confidentiality at all times and uphold the ethos and core values of Abbey Sure Start.
- To show in all areas of work, a commitment to implementing Abbey Sure Starts Equal Opportunity Policy.
- To participate in training opportunities and meetings as directed by line manager.
- To participate positively to the supervision and appraisal process.
- To respond flexibly to the needs of the service and carry out any other duties commensurate with the post as directed by the Line Manager.
- To ensure that Health and Safety Policies are implemented and adhered to at all times.
- To participate in team planning meetings.
- To ensure that the developmental needs of children are met.
- To fulfil the role of keyworker including recording observations.

Please note that the Abbey Sure Start operates a “No Smoking Policy” and all employees must comply with this.

Abbey Sure Start is an Equal Opportunities employer. It is expected that all employees adhere to Abbey 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***

## **Crèche Worker Person Specification**

Programme for 2-3 year olds

### **ESSENTIAL CRITERIA**

#### **Qualifications and experience**

- QCF 3 in Childcare or equivalent relevant qualification
- 12 months experience in an Early Years setting, preferably with children aged 0-4 within the last 5 years.

#### **Knowledge**

- Knowledge and understanding of how children learn and develop
- To be aware and responsive to the importance of play within children's lives
- To have an awareness and understanding of issues that parents may experience
- To have an understanding and commitment to the implementation of an equal opportunities policy
- To be aware of the need for confidentiality in all aspects of the post
- Experience of working independently and as part of a team in an Early Years setting
- To be able to work independently and as part of a team
- Awareness of health and safety requirements
- To be aware of and understand Child Protection guidelines
- To be aware of and have an understanding of the ethos of ABBEY Sure Start.

#### **Abilities and Personal attributes**

- The ability to respond positively and appropriately to the needs of children you are supporting
- The ability to contribute to the provision of 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 build and maintain positive relationships with other staff and service users
- The ability to contribute effectively to planning and the organisation of activities
- To have good communication skills

#### **Desirable**

- First Aid and basic food hygiene certificates
- Experience of working with children aged 0 – 4 years
- Child protection training.