

**Application pack for Lunchtime Supervisor**

Grant Thorold Forest School

Tea in the Park

Durban Road, Grimsby

DN32 8BA

office@grantthoroldfs.com

Person Specification

Early Years Practitioner (Lunchtime Supervisor)

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Qualifications | * NVQ 2 | NVQ3 |
| Skills | * Good written and verbal skills with adults and children | * GCSE English and Maths A-C grade * Peadiatric first aid certificate * Food hygiene certifiate |
| Experience | * Recent and relevant experience of working with children between the ages of 2 and 5 | * Experience of implementing a wide range of activities for babies and children |
| Knowledge | * Knowledge of safeguarding children | * Knowledge of the EYFS curriculum and the Characteristics of Effective Learning * Knowledge of child development, to ensure records and observations are relevant and accurate * Knowledge of the statutory framework for the early years foundation stage |
| Personal Attributes | * Ability to work as part of a team * Willingness to undertake further training and development |  |

Job Description: Early Years Practitioner (Lunchtime Supervisor)

**Reports to**: Pre-School Manager

**Hours of work:** Monday – Friday 11.45am – 1.15pm

**Job Overview:**

**Key responsibilities:**

* To respect and observe children’s interest and extend play when necessary.
* To assist children during lunch time periods, offering an appropriate level of support.
* To help set up the lunchtime area as required and to clear away afterwards following food hygiene preparation procedures.
* Enhance children’s play with resources, language and exploration opportunities.
* To engage and communicate constructively with individual children during activities and routines.
* To promote and facilitate partnerships with parents and carers.
* To encourage and model social behavior and expectations that are developmentally appropriate.
* To promote British Values within the setting.
* To attend staff meetings when required.
* To attend training courses when required.
* To keep completely confidential any information regarding the children, their families or staff which is acquired as part of your position.
* To be fully aware of all emergency and security procedures.
* To adhere to all company policies and procedures.
* To undertake any other reasonable duties as directed by the pre-school manager in accordance with the pre-school objectives.

The Application Form

The application form is the first stage of the selection process and will be used to assess whether or not you will be invited to progress to the further selection stage of interview. It is therefore extremely important that you complete the application form as fully as possible.

You have received a job description and person specification enclosed with your application pack. Please read them carefully before completing the application form to assess whether you have the suitable skills, knowledge and experience to undertake the role.

The person specification lists what is required of a candidate to enable them to successfully fulfil the role. The requirements for the job are split into ‘essential’ and ‘desirable’. If a candidate does not fulfil the ‘essential’ requirements they will not be selected for interview. Desirable requirements will only be used where there are a number of candidates who meet the essential criteria. Therefore, in your application, you should aim to show how your skills, knowledge and experience meet the requirements set out within the person specification.

Once complete, please return to Michelle Cook by email or post by Friday 22nd March 2019. Interviews will be held week commencing Monday 25th March 2019.

Application Form

Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

Name:

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Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Post code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you hold a clean driving license? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you eligible to work in the UK? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you need a work permit to work in the UK? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education / Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| School / College / University name and address | Subject / course title | Qualification attained |
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|  |  |  |
|  |  |  |

**Further Training**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Subjects covered | Duration | Qualification |
|  |  |  |  |
|  |  |  |  |
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**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Name, address and phone number | Date from and to | Position held and brief explanation of duties | Reason for leaving |
|  |  |  |  |
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Are you happy for your previous employer to be contacted prior to interview? Yes / No

Have you had any disciplinary issues in previous or current employment? Yes / No

**Relevant experience and other supporting information**

The information you provide in this section is very important in assessing your application. Please give details of your skills, knowledge, qualification, experience and personal qualities which will support your application for the post, relating them to the requirements of the job as laid out in the person specification. Please continue on additional A4 sheets if necessary.

|  |
| --- |
| Skills / Abilities |
| Knowledge |
| Qualifications |
| Experience |
| Qualities |

**Interests / Hobbies**

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**Criminal Convictions**

Any information given will be completely confidential. Please indicate below any convictions. If you have none please write “none”

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**References** (these should be your present / most recent emoyer)

Name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Tel number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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