

“All children benefit from the quality interaction from staff, who are skilled at responding to and extending children’s individual interests”

Ofsted Inspection Report, June 2018



“Children Come First”

Our Nursery

Woodentots Nursery is based within HMS Collingwood and provides full day care for children aged four months to five years. The nursery is registered by Ofsted to care for 90 children and employs approximately 30 members of staff.

The nursery opened in 1996 and has been run by the current company since 2002. The Nursery Directors, Lucy and Martin enjoy a 'hands on' approach and can be found in the nursery each day. They are supported by a highly experienced and dedicated management team including the Nursery Manager, Building Leaders and Deputy Leaders. In addition, each room has a team of qualified Nursery Practitioners, Assistants and Apprentices who are working towards a qualification.

The setting is divided into two buildings, as follows:

Baby Unit

The Nest

Foundation Unit

Explorers

Investigators

Preschool

Each room has been purposefully designed to ensure all facilities are on hand and the rooms each benefit from an enclosed outdoor area.

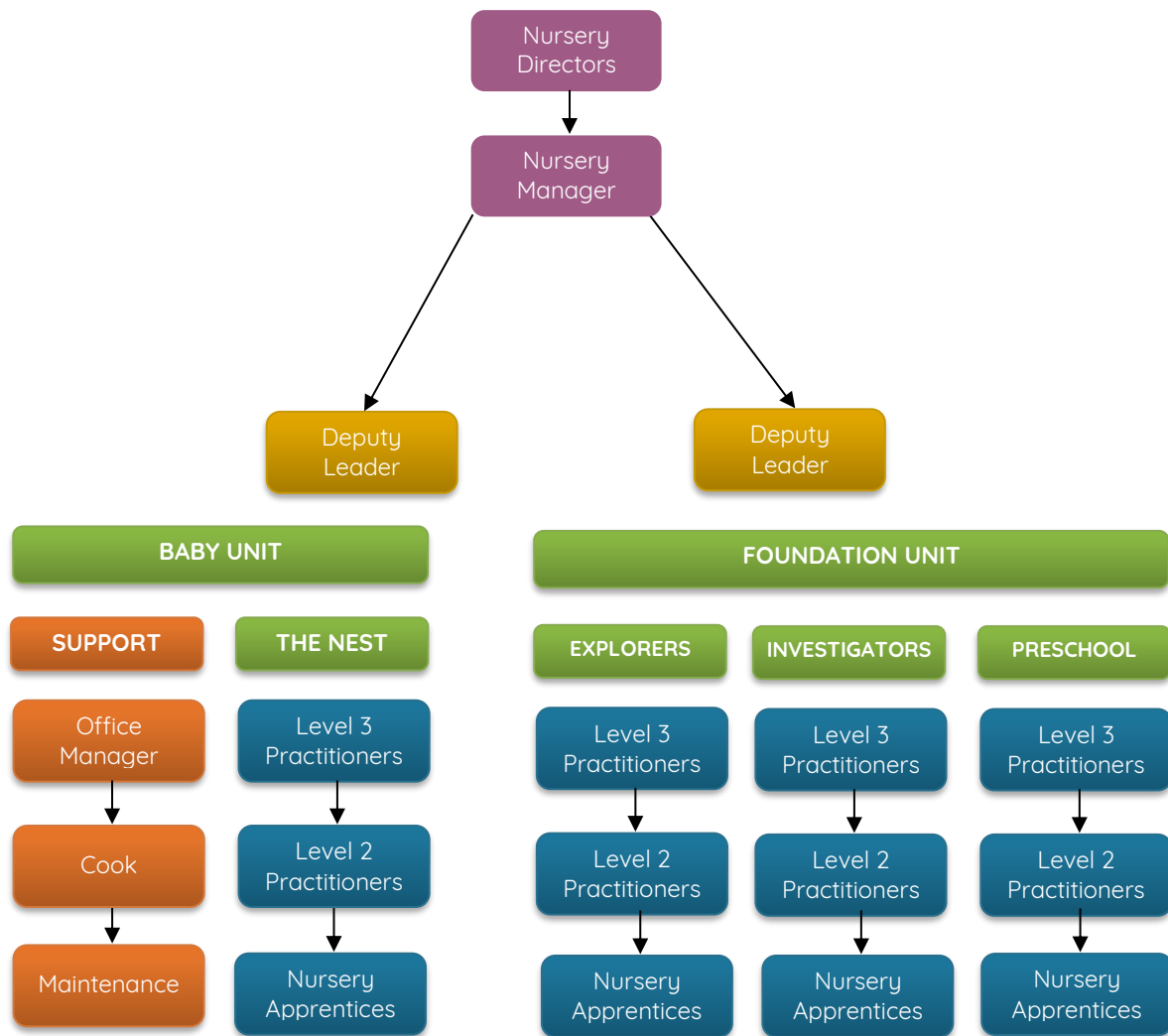
The company's ethos supports our aim that each child will be given full opportunities to reach their full potential during their time with us; this also extends to our staff members. We believe that high calibre staff are the essential element in quality childcare and we are fully committed to providing all staff members with opportunities to further their professional development, ranging from the next level of qualification to ongoing training such as First Aid and Food Hygiene.

The nursery is primarily focussed on providing a secure and consistent base for children who experience one or both parents working away for prolonged periods of time within the Armed Forces. It is paramount that regardless of the many changes that may be taking place at home, children feel secure when attending the nursery after building strong relationships with their key person.

As a nursery we do a lot to ensure parents are as involved as possible within their child's progress and development.

Our Team

Despite the Ofsted regulatory requirement for 50% of all staff being level 2 qualified, we aim for 75% of our staff team to hold level 3 qualifications or higher.



We are looking for someone who has the desire to be part of our team and who has the enthusiasm and energy to continue providing excellent care and learning for all children. Our staff need to be highly motivated and passionate about every child's development and success.

Our Values

At Woodentots we have a strong vision that **Children Come First**, and this is demonstrated through our five values:

Home from home

Education

Accountability

Relationships

Teamwork

These are known as our heart values, as the title letter spells out. This reminds us that children are at the heart of everything we do, every decision, every action and every part of our service ensures that **Children Come First**.

Home from Home ♥

Our unique surroundings provide a safe, warm and comfortable environment where we support friendships and togetherness, nurturing and enriching each child's personal, social and emotional well-being.

♥ Education

Our child centred approach inspires independence, confidence and a genuine love for learning. We ignite curiosity, imagination and thinking through play-based experiences that engage and challenge.

Our approach is consistent, professional and reflective. We are committed to achieve the very best outcomes for all children, by always doing the right thing, even when no one is watching.

♥ Accountability

Our family-orientated approach supports trusting partnerships by recognising the uniqueness of our community's lifestyle and the significant influence parents have on their child's development.

♥ Relationships

Our collaborative approach cherishes respect, honesty, openness and trust within our team. We welcome everyone's contribution and look out for each other to ensure no one is left behind.

Teamwork ♥

Job Description

Key Responsibilities:

To demonstrate and promote the Woodentots **H.E.A.R.T** Values at all times.

To follow all policies, procedures and processes necessary to ensure the children's safety, security and wellbeing.

To learn about and adhere to the EYFS Statutory Framework requirements and Ofsted regulations.

To be professional, polite and positive in interactions with children, parents, team members and the wider community.

To be reliable and demonstrate good attendance, to ensure continuity of care for children, colleagues and families.

To treat all matters as confidential that relate to the children, their families and the nursery.

Home from Home

1. To learn how to provide a safe and consistent environment where children feel happy and secure.
2. To learn how to maintain cleanliness and tidiness, by completing cleaning schedules as appropriate to room.
3. To support personal hygiene and individual routines with all children in room, as directed.
4. To support the team in encouraging the good health of children and support them when they are unwell.
5. To provide support at mealtimes, ensuring individual children's dietary requirements are followed.
6. To provide support to the team in promoting physical exercise opportunities for all children.
7. To learn about strategies to promote positive behaviour and assist in supporting children's emotional wellbeing.
8. To provide support to the team when preparing each child for their transition to the next room

Education

1. To learn about early child development and how to promote care and education as an integrated programme.
2. To gain knowledge of the curriculum, supporting the team in its implementation, indoors and outdoors.
3. To learn about preparing and carrying out activities that support the curriculum and cover the EYFS areas of learning.
4. To learn how to teach, support and extend children's knowledge and skills, particularly their language skills.
5. To learn how to set up the learning environment to meet the children's individual interests, needs and learning.
6. To learn about observing and recording children's progress, using the data to support their further learning.
7. To provide support to the team in ensuring the individual assessment cycle is completed for each child.
8. To learn about the appropriate support needed when children need extra help in their learning and development.

Accountability

1. To follow the safeguarding and child protection procedures to keep all children safe.
2. To adhere to all health and safety policies, such as outings procedures and emergency drills.
3. To learn about the EYFS statutory framework and ensure compliance with all aspects.
4. To ensure own suitability to work with Early Years children, in line with EYFS statutory requirements.
5. To inform the qualified team of any accident or injury and gain a paediatric first aid certificate.
6. To support the qualified team in carrying out risk assessments as necessary.
7. To follow the equal opportunities and anti-discrimination policies, promoting diversity and British values.
8. To contribute towards the current targets set for the room, as identified in the nursery development plan.

Relationships

1. To show warmth, care, happiness and sensitivity when interacting and engaging with the children.
2. To work as a 'support' key person for a group of children, promoting their attachments and meeting their needs.
3. To ensure key children are championed and thought about, encouraging their confidence and independence.
4. To learn about the expected level of customer service and build professional working relationships with parents.
5. To learn about providing handovers to parents and carry out independently when ready.
6. To learn about the methods used to communicate with parents and begin to carry this out independently when ready.
7. To learn about the assessment cycle and work alongside the team to prepare for and carry out parent consultations.
8. To support the team in planning and participating in WPSA events.

Teamwork

1. To maintain effective communication with colleagues to contribute to the smooth running of the room.
2. To support colleagues and the work of the team by contributing equally to the workload of the room.
3. To support the wider staff team, covering holidays or absences in other rooms.
4. To be reliable with excellent attendance and keep up to date with work and targets set by training provider.
5. To attend supervision meetings to discuss any safeguarding or child development concerns.
6. To take part in regular meetings to reflect on your performance and agree to improvements where necessary.
7. To attend 'in house' training and other mandatory training as requested.
8. To listen and act on guidance provided by the qualified team.

Recruitment Procedure

Charlie's Little Angels is committed to safeguarding and promoting the welfare of babies and children within the setting. In order to meet this responsibility, the company follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Short listing

Only those candidates meeting the right criteria will be taken forward from application.

Interview

1. Candidates will be subject to an interview where they will meet with the Nursery Director and also have an opportunity to work, under supervision, with the children within the nursery.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the company with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with children.

Frequently Asked Questions

How many hours will I be working each week?

Each full-time member of staff works 40 hours per week, 8 hours per day. The nursery opens at 7.30 and closes at 6.00, all staff work a shift system between these hours. For example, 7.30 – 4.30 or 9.00 – 6.00. Staff members are entitled to one hour for lunch.

How many holiday days do I receive each year?

Full time staff members are entitled to 28 days paid holiday each year, which includes bank holidays and the period between Christmas and New Year, in which the nursery is closed.

How do I apply for a position?

You will have received an application form in addition to this document. Please complete the document on screen and return as an email attachment together with your CV. On receipt of your application, you will be shortlisted against the criteria for the role. If successful, you will be invited to attend an interview and this may include additional selection tests that will be applicable to the role for which you are applying for.

If I am successful in a position how will I gain access to the establishment?

All permanent staff members undergo a security vetting procedure when starting employment at the nursery which will result in a personal pass which enables full access to the base.

What would I be expected to wear?

The nursery provides polo shirts and sweatshirts for staff and recommends that comfortable black trousers or shorts are worn. Staff are not permitted to wear jewellery or false/acrylic nails to protect their own safety and that of the children.

We look forward
to hearing
from you!

