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Candidate Information Booklet

KinderKids Deputy Manager

(Ref: DM/08/18)

Closing date for applications:

Friday 17th August 2018 at 12 noon

###### **ACT Logo Blue & Green**

**Job Description**

**Post: Deputy Childcare Manager**

**Responsible to: Childcare Manager**

**Hours: 37.5 hours**

**Salary £21,157.50 - £22, 737 per annum**

**Main purpose of Job**

The post holder will be required to supervise an early years’ room within the day-care service; and to be responsible for the day to day operations of the nursery in partnership with the day-care Manager. The post holder will carry out the managerial function in the absence of the Manager.

**Main Responsibilities**

1. To be responsible for the day-care in the absence of the Manager
2. To be responsible for the day to day operations of the nursery in conjunction with the day-care Manager.
3. To ensure the protection, safety and well-being of children at all times.
4. To carry out the supervisory role within an early years room,
5. To ensure the nursery meets all legal and operational requirements.
6. To ensure that the day-care operates within its policies and procedures
7. To effectively deliver the day-care curriculum for 0-5 year olds, using the EYFS framework and to ensure effective delivery of afterschool programmes.
8. To work in partnership with statutory, community and voluntary organisations to support the provision of a high quality childcare service and to ensure the requirements of service contracts and funders are fulfilled
9. To contribute to the creation, maintenance and improvement of a child centred environment.
10. To support and supervise staff on a day-to-day basis and carry out regular staff appraisals and supervision and back to work interviews
11. To assist in disciplinary processes within the day-care,
12. To collect and complete appropriate administration for income, and petty cash
13. To assist in the production of management reports and attend meetings as deemed appropriate.
14. To support the day-care Manager in the effective recruitment and induction of new staff,
15. To ensure the nursery is staffed to required levels at all times
16. To provide effective leadership and management of the nursery team
17. To support each child by providing a stimulating and varied programme of play, in order to enhance each child’s abilities; and in a way which ensure the safety and well being of children at all times.
18. To integrate with other staff including management, in order to ensure a team working environment.
19. To keep strictly confidential any personal information regarding the children, their families or other staff. Such information should only be passed on in the interests of the individual and only to the Childcare Manager/Head of Childcare Services in accordance with GDPR.
20. To ensure co-ordination of the early years unit in terms of administration.

**Main Duties**

1. Assist the Manager in providing effective day-to-day running of the childcare unit
2. Managing, leading and supervising a team of childcare staff, volunteers and trainees,
3. Assist the Manager in the collection and accounting of monies.
4. To listen to, encourage, enable, stimulate and ensure the well being of children placed in the early years unit.
5. To prepare and fully set out the playroom before the children arrive and tidy it up after the children leave.
6. In conjunction with the staff team, make systematic observations and assessments of each child’s individual needs within the group and plan daily to meet these needs.
7. To keep up-to-date records as stipulated by social services and the requirements of the management of the group.
8. In conjunction with the Childcare Manager, to contribute to the creation, maintenance and improvement of a child centred environment.
9. To implement the standards laid down in the centre’s childcare policies and procedures.
10. To assist the Childcare Manager in promoting Equal Opportunities within the childcare facility.
11. To work alongside parents/carers of special needs children to achieve full integration within the childcare facility.
12. Undertake certain domestic duties within the childcare facility, i.e. preparation of snacks, cleansing of equipment.
13. Work alongside the Childcare Manager and staff team to ensure that the philosophy behind the childcare facility is fulfilled.
14. To keep strictly confidential any personal information regarding the children, their families or other staff, which is learnt as part of the job. Such information should only be passed on in the interests of the individual and only to the Childcare Manager/Head of Childcare Services
15. Undertake other duties, which may be requested from time to time by the Childcare Manager.
16. To work within the Mission, Vision and values of Ashton Community Trust.



**Personal Specification**

**Essential Criteria**

1. Minimum of QCF level 5 in Leadership for Children’s care Learning and Development;
2. Experience in a Deputy Manager/Manager role in a day-care setting;
3. Experience supervising a childcare room;
4. Exceptional Organisational Skills;
5. Knowledge of ICT packages;
6. A flexible approach to working hours;
7. Ability to lead and work as part of a team.

**Guidance for Making your Application**

The application form is designed to ensure that applicants provide the necessary information to determine how they meet the competition requirements and the essential/desirable criteria.

* Ashton Community Trust will not accept CV’s, letters or any other supplementary material in place of or in addition to, completed application forms.
* Applicants must complete the application form in black ink or typescript.
* Applicants must not reformat their application form.
* Information in support of your application will not be accepted after the closing date for receipt of applications.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to the one required, **the onus is on you** to provide the panel with details of modules studied, etc. so the panel can make a well-informed decision.
* It is essential that all applicants demonstrate on their application form how and to what extent their experience and skills are relevant to this post and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the selection panel will reject your application.
* The examples you provide should be concise and relevant to the criteria. This is very important as these may be discussed at interview and you may need to be prepared to talk about them in detail if you are invited to interview. It is your unique role that the panel are interested in, not that of your team or division.
* Ashton Community Trust will not make assumptions from the title of the applicants post or the nature of the organisation, as to the skills and experience gained.

**Application Form Submission**

* Completed applications can be submitted by:
  + Email to HR@ashtoncentre.com, by post or delivered by hand to HR, Ashton Centre, 5 Churchill Street, Belfast, BT15 2BP.
* We will not accept incomplete application forms; application forms received after the closing deadline or reformatted application forms.
* Please only return the application form and monitoring form.
* Applicants using Royal Mail should note that 1st class mail does not guarantee next day delivery. It is the responsibility of the applicant to ensure that sufficient postage has been paid to return the form to Ashton Community Trust to meet the required deadlines.
* Ashton Community Trust will not accept application forms where there has been a shortfall in postage.
* Should you have any queries please contact HR on 02890 742255 or email at HR@ashtoncentre.com.

**Interview Guidance for Applicants**

At interview, the selection panel will assess candidates against the competencies, qualifications and experience for the post.

If this is your first experience of a competence-based interview, bear in mind that it does not require you to:

* Talk through previous jobs from start to finish
* Provide generalised information as to your background and experience.
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competence based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance in the role.
* Provide specific examples of your experience in relation to the required competence areas.

**Disability Requirements**

Ashton Community Trust will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability are only used for this purpose and do not form part of the selection process. If you are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up appointment. If you wish to discuss your disability requirements further, please contact HR on 02890 742255.

**Feedback**

Ashton Community Trust is committed to providing feedback in respect to decisions taken in determining eligibility/shortlisting as well as at interview. Feedback will be communicated on receipt of a written request.

**Equal Opportunities Monitoring Form**

**Please note this form is regarded as part of your application and failure to complete and return it will result in disqualification.**

The information is used for monitoring purposes only. All applications for employment are considered strictly on the basis of merit.

Ashton Community Trust complies with relevant Equal Opportunities legislation and policies.

Please complete the monitoring form and return in a separate envelope marked ‘Monitoring Officer’.

Prior to appointment with Ashton Community Trust the following will be required:

* Proof of qualifications
* Proof of eligibility to work in the UK
* Personal ID
* ACCESS NI check depending on role.

Ashton Community Trust complies with Access NI Code of Practice, which can be downloaded from <https://www.nidirect.gov.uk/sites/default/files/publications/accessni-code-of-practice.pdf>

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**Confidential**

Ashton Community Trust

Ashton Centre, 5 Churchill Street, Belfast BT15 2BP

**Application Number: DM/08/18**

Please complete this application form in **black ink or** **typescript** and return it on or before the closing date stated. Late applications will not be accepted. Only information provided on this application form will be considered by the panel. CV’s will not be accepted.

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| --- | --- | --- | --- |
| **Post applied for:** | **Deputy Manager** |  |  |
| **Hours:** | **37.5 hours per week** | | |
| **Closing Date and Time:** | **Friday 17th August 2018 at 12 noon** | | |

**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** | **Telephone Number (Home):** |
|  |  |
| **Forename(s):** | **Telephone Number (Mobile):** |
|  |  |
| **Title:** | **Email Address:** |
|  |  |
| **Address:** | **Postcode:** |
| **NI Number:** |  |
|  |  |

**Relevant Qualifications and/or Professional Membership**

Original proof of qualifications will be requested if recommended for appointment

(Please continue on a separate sheet of necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination level**  **(for example, GCSE/’A’ Level/Degree/NVQ** | **Subject(s)** | **Grade** | **Date Gained** |
|  |  |  |  |
|  |  |  |  |
| **Professional Qualifications** | **Registration Body/Number** |  | **Date Gained** |
|  |  |  |  |

**Employment History**

Please give details of jobs that you have held, starting with your present or most recent employer and work backwards, in chronological order. Include in this section any breaks in employment history for example, caring responsibilities, travelling or returning to study, registered unemployment and temporary/voluntary employment. (Please continue on a separate sheet if required)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **From** | **To** | **Job Title:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |  |
| **Notice required if offered the position for which you have applied?** | | | | |

**Training**

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| **Details of relevant training courses attended and awards achieved, including dates if appropriate** |
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**Suitability for this position**

Please detail your suitability for this position under the relevant headings below, describing how your experience and knowledge relates to the job description and person specification.You must ensure that you provide sufficient information on the application form to enable the selection panel to assess your eligibility at shortlisting.

|  |
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| **Essential Criteria** |
| **1. Please demonstrate that you have a minimum of QCF level 5 in Leadership for Children’s care Learning and Development.** |
| **2. Please detail your experience in a Deputy Manager/Manager role in a day-care setting**  . |
| **3. Please detail your experience of supervising a childcare room** |
| **4. Please demonstrate that you have exceptional organisational skills**. |
| **5. Please demonstrate your knowledge of ICT packages and how you have used them** |
| **6. Please demonstrate that you have a flexible approach to working hours** |
| **7. Please demonstrate your ability to lead and work as part of a team.** |
| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |
|  |
| **Data Protection Act:** |
| Under the Data Protection Act 1998, Ashton Community Trust is required to notify applicants and prospective employees on how their personal data will be processed and used. This application form, excluding the equal opportunities monitoring form, will be retained by Ashton Community trust for a maximum period of 12 months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act 1998, this information will be used to assist us with recruitment monitoring. It will be held separately from application forms and will be retained for a three-year period under obligations arising from the NI Equality Legislation, it will also be held electronically.  By signing this form you are giving consent to Ashton Community Trust to use this data in the way described above.  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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| **Personal Statement:** |
| |  |  | | --- | --- | |  |  | | Ashton Community Trust is an Equal Opportunities Employer. The Trust encourages applications from people with disabilities and will not preclude full consideration of your application as a result of your disability. In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities”.  Do you consider yourself to have, or, have had a disability that is relevant to your job application? **Yes/No**  If you have answered yes, is there anything we should know about your disability or requirements in order to:   * Process your application fairly, * Make any specific arrangements for your interview, and * Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post.   Provide details: | | |

**Private and Confidential**

The following pages will not be used as part of the selection process as they contain information that is strictly private and confidential.

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| **Referees** |
| Please give full details of two people (not relatives) that we can approach for references, one of which must be your current or most recent employer, if you have never been employed before please list details of someone who would know you in a voluntary or academic capacity. Please ensure that your referees are aware of this application, and, also, if you are providing us with their email address, that you obtain your referee’s permission to do so. References must be satisfactory to Ashton Community Trust |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation:** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Reference** | |
| **Name:** |  |
| **Occupation** |  |
| **Full Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |

I give Ashton Community Trust the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I have read and understood the requirements and particulars for the job, which have been supplied to me. I further understand that the job offer may be subject to the satisfactory outcome of references and/or a satisfactory Access NI Disclosure.

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| I confirm that the information I have given is accurate and complete, as misleading or false statements will result in the withdrawal of the offer of employment, or if employed dismissal.  **Signed…………………………………………………Date…………………………………..** |

*****QF16/4*

**MONITORING FORM JOB REFERENCE NO: DM/08/18**

**MONITORING QUESTIONNAIRE UNDER THE ASHTON COMMUNITY TRUST’S EQUAL OPPORTUNITY POLICY**

**IN CONFIDENCE, USED FOR STATISTICAL PURPOSES ONLY**

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_

**1 COMMUNITY BACKGROUND**

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

community

**2**  **ETHNIC ORIGIN**

WhiteBlack Other

Irish TravellerChinese

Pakistani Indian

Black CaribbeanMixed Group

Black AfricanOther

**3** **GENDER**

Female Male

**4** **MARITAL STATUS**

Married Single Widowed Separated Cohabiting Civil

Partnership

**5** **DISABILITY**

Under the *Disability Discrimination Act 1995* you are deemed to be a disabled person if you have cancer, multiple sclerosis or HIV infection.

Also, you are deemed to be a disabled person if you have a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.

**Do you consider that you are a disabled person?**

Yes:  No: 

**If you answered “yes”, please indicate the nature of your impairment by ticking the appropriate box or boxes below:**

**Physical impairment**, such as difficulty using

your arms, or mobility issues requiring you to use

a wheelchair or crutches:

**Sensory impairment**, such as being blind or

having a serious visual impairment, or being deaf

or having a serious hearing impairment:

**Mental health condition**, such as depression

or schizophrenia:

**Learning disability or difficulty**, such as

Down’s Syndrome or dyslexia, or **Cognitive impairment**,

such as autistic spectrum disorder:

**Long-standing or progressive illness or health condition**,

such as cancer, HIV infection, diabetes, epilepsy or

chronic heart disease:

**Other** (please specify):

…………

**When you have completed this questionnaire, please return it to:**

**The Monitoring Officer,**

**ASHTON COMMUNITY TRUST,**

**5 CHURCHILL STREET, BELFAST BT15 2BP**

*Access to this information will be strictly controlled and will not be seen by the shortlisting panel. Monitoring will involve the use of statistical summaries of information in which identities of the individuals will not appear. The information will not be available for any other purposes other than equal opportunities monitoring. The information will subsequently be transferred to the monitoring system operated by the Monitoring Officer. There it will be strictly controlled in accordance with the Data Protection Code of Practice. Please note that it is an offence for any person to give false information to another who is seeking that information in order to make a monitoring return.*





