



## Little Cygnets Background

Little Cygnets was setup in 2015 as an expansion project having previously created Little Butterflies Childcare in Wallsend. Little Cygnets aims to offer outstanding quality care provision to the public of North Tyneside.

The ethos of Little Cygnets is to provide a setting that allows children to effectively develop as individuals following the EYFS framework in a safe and secure environment.

Little Cygnets aims to work in partnership with our parents through the structure of our key worker development programme. This programme enables each staff member to monitor carefully the development of children within their care, by completing daily diaries, development record sheets and liaising on a regular basis with parents.

This encourages each child to progress to his or her full potential in a warm, secure and caring environment.

Little Cygnets is dedicated to supporting members of staff and aims to provide an environment that provides a structured approach to training and personal development.

We want our staff team to feel part of a proactive team where the management team can be approached with ideas or comments.



# Job Description

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**Title** Childcare Assistant

**Reports To** Little Cygnets Management Team

## Hours

## Main Responsibilities

- To be responsible for the care and safety of our children in line with EYFS Framework
- Maintain and develop documents pertaining to parent communication
- Maintain daily/weekly documents pertaining to each child responsible for
- Perform key worker duties

## Key Duties

- Follow EYFS Standards
- Ensure the safety of each child in the setting
- Follow Little Cygnets Policies & Procedures
- Record child's daily activity in their diary
- Follow key worker system responsibilities
- Carry out assessments and observations on children and have active roll in short term and long term planning activities
- Personal care tasks
- Preparing snacks / drinks for children
- Undertake relevant training
- Act as a member of a small team providing support and cover as and when required
- Develop professional working relationships with parents
- To undertake such other duties as may reasonably be required

# Person Specification

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<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Means</b>
<b>Skills</b> <b>Knowledge</b> <b>Aptitude</b>	Good personal communication skills  Good organisational skills  Understanding of the EYFS Framework and its application in the childcare sector.	IT skills	Application Form Interview Observation Assessment
<b>Qualifications &amp; Training</b>	NVQ Level 2 (early years) First Aid	Child Protection NVQ Level 3 (early years)	Application Form Interview
<b>Experience</b>	Not Essential	1 year experience in childcare setting	Application Form Interview

Friendly and approachable you will be comfortable in building good working relationships with other staff, parents and children. An enthusiastic self starter you will be highly organised and comfortable working on your own and as part of a small team.

You will be able to effectively plan and manage your time and workload to reflect the needs the children and organisation. A commitment to working flexibly in terms of hours of work and tasks required will be essential.

Post Applied For

Post Number

# Application Form

The information you supply on this form will be treated in confidence.

## Section 1 Personal Details

<b>Title</b>	<input type="text"/>	<b>Surname</b>	<input type="text"/>			
<b>Forename</b>	<input type="text"/>					
<b>Address</b>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<input type="text"/>	<input type="text"/>					
<b>Postcode</b>	<input type="text"/>	<input type="text"/>				
<b>Home Telephone</b>	<input type="text"/>					
<b>Mobile Telephone</b>	<input type="text"/>					
<b>Email Address</b>	<input type="text"/>					
<b>National Insurance Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Are you eligible to work in the UK?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
<b>Do you hold a full UK driving licence?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>				
<b>If yes, please list any points or convictions</b>	<input type="text"/>					

You are required to provide evidence of the above details at your interview. Please ensure you bring:

- Proof of eligibility to work in the UK (Passport / Birth Certificate)
- Driving licence including counterpart

## Section 2 Rehabilitation Of Offenders Act

<b>Have you ever been convicted of a criminal offence?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Have you any prosecutions pending?</b>		
<b>If yes, please give details/dates of offence(s) and sentence</b>		

## Section 3 Health

<b>Number of days absent in the last 2 years?</b>		
<b>Please state the number absences in the last 2 years</b>		
<b>Are you registered disabled?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If yes, please provide your disability number and details</b>		

## Section 4 Secondary Education

<b>Date From</b>	<b>Date To</b>	<b>Name Of School</b>	<b>Examinations Taken And Qualifications Gained</b>

## Section 5 College & University

Date From	Date To	Name Of College / University	Examinations Taken And Qualifications Gained

## Section 6 Training & Development

Please give details of any training and development courses or non-qualifications short courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration Of Course

## Section 7 Employment History

Name & Address Of Employer	Date From	Date To	Job Title / Function / Responsibilities	Reason For Leaving

## Section 8 Personal Attributes

**Use this section to add any further information which directly relates to your suitability for this role. Please use a separate sheet if necessary.**

## Section 9 References

Please give the names and addresses of referees (one must be your recent employer). If you are unable to do this please clearly outline the referee relationship to you.

Referee 1	
Name	
Their Position	
Work Relationship	
Organisation	
Address	
Postcode	
Telephone	
Email	

Referee 2	
Name	
Their Position	
Work Relationship	
Organisation	
Address	
Postcode	
Telephone	
Email	

## Section 10 Protecting Children

The following information may be required if the post you are applying for has a requirement for a Criminal Records Bureau police check.

### Enhanced Checks Only

Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?

Yes

No



## Section 11 Declaration

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy.

I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

<b>Signed</b>		<b>Date</b>	
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Little Cygnets undertakes that it will treat any personal information that you provide to us, or that we obtain from you in accordance with the requirements of the Data Protection Act 1998.

## RETURNING THIS FORM

### By Hand or Post:

Little Cygnets Childcare Ltd  
2 Coverdale  
Wallsend  
Tyne & Wear  
NE28 8TJ

### By Email:

[info@little-cygnets.co.uk](mailto:info@little-cygnets.co.uk)

### Enquiries:

Telephone – 0796 1536540

## Section 12 Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented please COMPLETE THIS SECTION OF THE APPLICATION FORM.

### What is your Ethnic Group?

Choose ONE section from A to F, and then tick the appropriate box to indicate your cultural background.

#### A. White

White UK

Irish

White non-UK

Any other White background  
(please give details):

#### C. Black or Black British

Black Caribbean

Black African

Any other Black background  
(please give details):

#### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background  
(please give details):

#### D. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background  
(please give details):

**E. Asian or Asian British**

Indian

Pakistani

Bangladeshi

Any other Asian background  
(please give details):

**F. I do not wish to provide this information**

<b>Gender</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>
<b>Disability</b> Disability is defined as 'physical or mental impairment, which has a substantial and long term adverse affect on a person's ability to carry out normal day to day activities'.	
<b>Do you consider yourself disabled?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>If yes, please give details</b>	

<b>Age Group</b>		
16-25 <input type="checkbox"/>	26-35 <input type="checkbox"/>	36-45 <input type="checkbox"/>
46-55 <input type="checkbox"/>	56-65 <input type="checkbox"/>	66-70 <input type="checkbox"/>
Over 70 <input type="checkbox"/>		

<b>Media</b> – please state where you saw or heard this post advertised