**Application for Employment**

Please remember to fill in ALL sections in black ink or type and remember to sign and date the declaration at the back of the form.

The information supplied on this Application Form will be treated as STRICTLY CONFIDENTIAL.

**Post Applied For: Nursery Manager (Muddy Puddles)**

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| **Personal Details** | | | |
| Name:  Address:  Post Code:  Email address: | | | Home Telephone Number:  Mobile Phone Number:  Work Phone Number:  May we contact you on this number:  Yes  No |
| Are you required to hold a work permit?  Yes  No  Do you hold a valid driving licence for use in the UK?  Yes  No  If yes, what type?  Provisional  Full  Other | | | National Insurance Number:  Do you have the ability to be mobile if the duties of the post require it?  Yes  No |
| **Religious Beliefs/Affiliations** | | | |
| You are not required to fill this section out unless the Person Specification for the role indicates that there is a genuine Occupational Requirement for the post holder to have a personal commitment to the Christian faith.  What are your religious beliefs?  If you attend a place of worship, please give details:  If you are involved in Christian related activities, please give details: | | | |
| **Supporting Information** | | | |
| Please detail how you feel you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences. | | | |
| **K1 –** Significant experience of managing an early year’s nursery provision | Essential |  | |
| **K2 -** Experience of delivering training and work experience to support achievement of childcare qualifications (Levels 2 and 3) | Desirable |  | |
| **K3** - Excellent working knowledge and understanding of current childcare legislation, national standards and frameworks | Essential |  | |
| **K4** - Knowledge of OFSTED standards and experience of inspections | Essential |  | |
| **K5** - Knowledge of Health and Safety practice and legislation | Essential |  | |
| **K6** - Excellent understanding of cultural diversity in the local area and implications for the nursery provision | Essential |  | |
| **K7** - Have an excellent working knowledge of the Early Years Foundation Stage which is proven | Essential |  | |
| **S1** - Interpersonal skills, sufficient to communicate effectively with a wide range of staff and external contacts | Essential |  | |
| **S2 -** Good written and verbal communication skills | Essential |  | |
| **S3 -** Time management skills | Essential |  | |
| **S4 -** Able to contribute to, plan and implement and deliver a large and commercially viable nursery provision | Essential |  | |
| **S5 -** positive approach to the management of children’s behaviour | Essential |  | |
| **S6 -** Able to manage and motivate staff and teams that share a common purpose and direction that reflect organisation values, effectively managing performance and recognition | Desirable |  | |
| **S7 -** Financial management and funding skills and ability to ensure a commercially viable nursery provision | Desirable |  | |
| **A1 -**  Competent user of MS Outlook, Word, PowerPoint and Excel | Essential |  | |
| **A2 -** Able to develop strong positive working relationships with colleagues | Essential |  | |
| **A3 -** Able to demonstrate a clear commitment to excellence in nursery work including planning a large service and complex staffing rotas. | Essential |  | |
| **A4 -** strong interpersonal skills with the ability to develop effective working relationships both internally and external to the organisation | Desirable |  | |
| **E1 –** Good working knowledge and understanding of safeguarding procedures in relation to child protection and local level access | Essential |  | |
| **E2 -** Experience of one-to-one work and caseload management | Desirable |  | |
| **E3 -** Experience of the voluntary or not for profit sector | Desirable |  | |
| **E4** - experience of managing a staff team | Essential |  | |
| **E5 -** Experience of developing and implementing policies and procedures | Desirable |  | |
| **Q1 -** “O” level / GCSE or Equivalent in Maths and English | Essential |  | |
| **Q2 -** Qualification in childcare, ideally level 4 or above, and an excellent knowledge of Early Years Foundation Stage and other curriculum | Essential |  | |
| **Q3 -** Evidence of recent relevant training | Desirable |  | |
| **V1** - In sympathy with the Christian Identity of the YMCA | Essential |  | |
| **P1 -** Able to present self and work effectively | Essential |  | |
| **P2 -** High levels ofhonesty, integrity and discretion | Essential |  | |
| **C1 -** Able and willing to work unsocial hours and a shift system in line with the nursery operational hours | Essential |  | |
| **C2 -** Hold a full driving licence and have own transport | Desirable |  | |
| **H1 -** Able to meet the requirements of the post with or without reasonable adjustment | Essential |  | |
| **O1** - A commitment to valuing equality and diversity and understanding how this applies to service provision | Essential |  | |
| **Anything further you would like to add to your application:** | | | |
|  | | | |
| **Hobbies and Interests**  Please give details of your hobbies and interests: | | | |
|  | | | |
| **References** | | | |
| Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. | | | |
| Referee 1  Name:  Organisation:  Position:  Address:  Telephone No.:  Email Address:  Relationship:  May we contact them if we decide to invite you for interview?  Yes  No | | | Referee 2  Name:  Organisation:  Position:  Address:  Telephone No.:  Email Address:  Relationship:  May we contact them if we decide to invite you for interview?  Yes  No |
| **Declaration** | | | |
| I understand that any offer of employment will be subject to the information on this Application Form and the Declaration of Health Form being complete and correct.  I authorise YMCA Norfolk to make any appropriate checks which may be necessary. False information, or failure to supply the details required in the Application Form may make any offer of employment invalid or lead to termination of employment.  Name:  Sign:  Date: | | | |
| Under the Data Protection Act 1998 all records from the recruitment process will be held within in the HR department for a period of one year after which all records will be destroyed. | | | |

**Please send your completed Application Form, Application Survey Form and your CV** **to** [**careers@ymcanorfolk.org**](mailto:careers@ymcanorfolk.org) **or by post to Beth Powell, HR/Payroll Officer, 35-37 Exchange Street, Norwich, Norfolk, NR2 1DP.**