

Our mission is to create a daytime family, rooted in happiness, where childhood is just as it should be.

*Imagine flying to the moon in rockets made of cardboard.
Adventuring into forests, full of teddy bears.

We’re explorers, little scientists, but always home for tea.
Learning through discovering, inventing, laughing, joyful play.

We are small but have powerful potential,
and a voice that really matters.

At home in our giant childhood world,
A magical universe, filled with love,
happiness, care and freedom,
Created just for us.*

We are passionate about giving young children the best possible foundation for life –emotionally, physically, and intellectually.

We do this by creating a unique day-time family, filled with love, care and fun, partnered with academic expertise, all together in an inspiring and nurturing environment.

We can achieve this because we have a team that represents strong talent, and we can achieve this talent because we value inclusivity. It is the diversity of our team that makes us stronger, supports our growth and impacts positively upon the outcomes for our children. If you share our values and our passion for early years education, whatever your background, you will find a family in our nursery.

 Safeguarding statement

We are an organisation committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Full background checks and an enhanced DBS will be required prior to employment.

We ask all applicants to kindly note:

* All applications received will be reviewed against a set of criteria against which all applicants will be objectively measured.
* If an applicant is successfully shortlisted, we will take up any discrepancies or anomalies in the information provided.
* Where permission has been granted, we will approach referees for all shortlisted candidates, referees will always be contracted for all successful candidates prior to appointment. Issues arising from references will be raised with the candidate.
	+ We would require the current, or previous employer if the candidate is not currently in work, to be one referee.
	+ If the candidate is not currently working in childcare but has done previously this organisation would also be contacted.
* A series of pre appointment vetting checks will be carried out:
	+ At interview we will check:
		- Identity including date of birth
		- Original documentation of qualifications
	+ We will check eligibility to work in the UK
	+ We will make oversees checks if applicable
	+ We will request a criminal record check through the DBS process which must be registered to the update service

We will only appoint a person able to meet the criteria set for safer recruitment.

Person Specification: Job Title: Early Years Educator

**Nursery educators at KatieB Kids must be able to demonstrate the following key attributes and competencies:**

* To respect and believe in our vision and values.
* To be passionate about placing children’s happiness and well-being at the heart of early years education.
* To be confident in creating a safe space for children to thrive.
* To understand the importance of creating a nurturing environment and building strong positive relationships with families, colleagues, and children.
* To be able to demonstrate strong values of respect, empathy, freedom, and democracy.
* To be willing to listen to the voice of all children and to give children the time to explore their feelings, ideas, and theories.
* To be confident to support children to explore, investigate and experiment through a range of innovative and creative open-ended activities and hands on play.
* To be able to recognise that children are driven by their interests to understand and know more and are competent and capable of building their own theories.
* To be able to recognise the importance of a child led approach to learning to harness children’s natural curiosity and creativity.
* To show commitment to developing skills in active listening, self-awareness, and empathy to support personal and professional development.
* To demonstrate an ability to manage difficult situations recognising the importance of a non-judging approach, showing patience and acceptance and an ability to apply beginner’s mind.
* To be open to change, showing flexibility and adaptability to the role to meet the varying needs of the children, the industry, and the setting.
* To show competence in effective communication with colleagues, families and children within the setting.
* To be committed to delivering the highest standards of care and early years education.

**Further, nursery educators must:**

* Be committed to safeguarding and promoting the welfare of children. Full background checks and an enhanced DBS will be required prior to employment.
* Hold and maintain a lawful right to work in the UK.

**Desirable attributes and competencies for a role as an early year’s educator within KatieB Kids are:**

* Experience in working within a Reggio Emilia setting or within a setting that values child choice and offers a play based creative curriculum.
* A full and relevant qualification in early years education.
* A certificate of higher education in psychology, child development, education or similar.
* A drive to embrace a career within early years with a commitment to professional development.
* To have a passion in creative arts and performance.

KTB Kids Application Form

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| Section 1.  |
| Position applied for: |  |
| Title  |  |
| Surname: |  |
| First name: |  |
| Date of birth: |  |
| Address: |  |
| Email: |  |
| Mobile phone: |  |
| Home phone:  |  |
| Do you have a current driver’s license? |  | Do you have use of a car? |  |
| Section 2: Asylum and Immigration Act 1996  |
| Do you have a right to work in the UK? |  |
| Do you have any restrictions on taking up employment in the UK?If yes, please supply details: |  |
| Section 3: Education and Qualifications |
| Please give details of Secondary and Further Education including any **‘GCSE’s’** ‘**A’ levels** or equivalent vocational courses |
| Date from | Date to | College / other institution  | Qualification obtained and grade / level  |
|  |  |  |  |
| Please give details of any **Higher Education** and equivalent courses  |
| Date from | Date to | College / other institution  | Qualification obtained and grade / level and name of awarding body  |
|  |  |  |  |
| Please give details of any other **professional** or **vocational qualifications** you hold that are relevant to your application  |
| Dates obtained | College / other institution  | Qualification obtained and grade / level and name of awarding body  |
|  |  |  |
| Section 4: Present or most recent employment |
| Post title  |  | Start date |  |
| Notice required  |  | End date |  |
| Reason for leaving |  |
| Employers name and address |  |
| Email |  |
| Telephone number  |  |
| Please give a brief description of your current or last post and responsibilities  |
|  |
| Section 5: Previous employment  |
| Please give details of all previous employments, full and part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with the most recent first.  |
| Date from | Date to | Name and address of employer | Job title and reason for leaving  | Duties  |
|  |  |  |  |  |
| Section 6: Experience and achievements  |
| You are invited to provide further information in support of your application. Please make full use of this section, and continue on additional sheets if necessary. Please include:* Any information about your past experience in Childcare/Early Years/Playwork
* Details of any relevant experience gained at work, in a voluntary capacity, or at home
* Details of relevant training or positions of responsibility
* How do you meet the person specification/job description for the role
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| Section 7: References |
| Please provide the names and addresses of two referees who can comment on your suitability for this position. Note that if you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed / volunteering in work with children. References will not be accepted from relatives, or persons you know as a friend. Additionally, please note that we will contact these referees if your application is short listed for the position and where possible seek reference before interview, please tick the box if you would prefer for the reference to be taken up after the interview. Also in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may be subject to. If you have any concerns, please contact the nursery manager.  |
| Name  |  | Name |  |
| Address | Address |
| Job title  |  | Job title  |  |
| Relationship  |  | Relationship  |  |
| Phone number |  | Phone number |  |
| Email  |  | Email  |  |
| Contact before interview  | Yes No | Contact before interview  | Yes No |
| Section 8: Declaration |
| For the purpose of the Data Protection Act 1998; I consent to the information contained on this form, and any information received by or on behalf of KTB Kids limited relating to the subject matter on this form, being processed by them in administering the recruitment process. I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, The Secretary of State or regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any employment offer and possible criminal prosecution.   |
| Signature |  | Date |  |
| Print name |  |

Private and confidential self-disclosure form: Part 1: For completion by the organisation

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| --- |
| Name of candidate/person: |
| Previous name(s): |  |
| Address and postcode: |  |
| Telephone/mobile no: |  |
| Date of birth: |  |
| Gender:  | Male / Female |
| **Identification (tick box below):** |
| **[ ]**  | I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. |
| UK passport with details of issuing office **or** non-UK passport with work permit/visa |  |
| UK photo-card driving licence and paper counterpart  |  |
| Proof of National Insurance number or current work permit number |  |
| Proof of home address and postcode |  |
| **Signature of authorised employing officer:** |  |
| **Print name:** |  |
| **Date:** |  |

Self-disclosure form: Part 2:For completion by the candidate/person named in Part 1

As the role you are in or have applied for involves frequent or regular contact with or responsibility for children, you are required to provide a valid DBS (Disclosure and Barring Service) certificate, which will provide details of criminal convictions. This may also include a barred list check depending on the nature of the role.

All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

|  |  |
| --- | --- |
| Have you ever been involved with the Police such as interviewed, questioned, subject to a court order, bound-over, received a reprimand, warning, cautioned or convicted?  | Yes / No |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amended) 2013? | Yes / No |
| Have you ever been known to any children’s services department or to the police as being a risk or potential risk to children? | Yes / No |
| Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?  | Yes / No |
| Do you have parental responsibility for a child who is being assessed or who has been placed on a Child Protection Plan under Section 47 of the Children’s Act 1989? | Yes / No |
| Is there anything else that you would like to tell us that may affect your suitability to work with children? | Yes/ No |
| If you have answered yes to any of the above please provide details.  |
| **If yes for any of the above, please provide further information on a separate sheet and attach it to this form in a sealed envelope marked ‘Confidential Disclosure’.** |
| **Confirmation of declaration** (tick box below) |
| **[ ]**  | I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation’s attention.  |
| **[ ]**  | If I am offered a position, I agree to register with the DBS update service, and I give permission for you to check my online certificate.  |
| **[ ]**  | In accordance with the organisation’s procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.  |
| **[ ]**  | I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.  |
| **[ ]**  | I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisation’s in circumstances where this is considered necessary to safeguard children. |
| **Signature of candidate:** |  |
| **Print name:** |  |
| **Date:** |  |