

Staff Recruitment Pack



Introduction to Longacre Childcare Ltd.....

The aim of our childcare is...

'To enhance the development and education of children under statutory school age in a parent-involving, community based group. To provide a safe secure and stimulating environment and to work within a framework which ensures equality of opportunity for all the children and their families.'



Longacre Childcare is a small company that has grown directly in response to the needs of local families in the Sevenoaks area. In 2013 the company was bought by **Montessori St. Nicholas**, a charity whose aim is to educate people and establishments on the benefits of the Montessori philosophy. Our nurseries combine the framework of the Early Years Foundation Stage with Montessori and outdoor learning practices.

Our two nurseries are homely, creative and children learn spontaneously within a happy, loving and secure environment designed to meet their changing needs. Longacre Childcare is very proud of our staff, who are known for their dedication and commitment to each and every child that comes through our doors. They are professional, friendly and caring, giving support to both the children and their parents.

Longacre Childcare nurseries combine working within the Early Years Foundation Stage framework, with our own philosophy which encompasses both the principles of Montessori education and the importance of outdoor play.

Our environments are special places which provide plenty of opportunities to explore and discover, both indoors and out, encouraging children to learn through their senses and by discovery, promoting self-confidence and independence, whilst learning to work and play companionably with others.

Our Nurseries



Broughton Cottage Day Nursery
Dunton Green, Sevenoaks



Longacre Day Nursery
Offord, Sevenoaks

www.longacre-childcare.co.uk

Our key messages to Parents...

The following are the messages that we as a staff team pass on to the children and families that we work with...

- 'A professional environment with a staff team that cares and promotes development of children in a friendly relaxed atmosphere.'
- 'The successful combination of education and play.'
- 'A quality start in life that encourages, enriches and educates.'
- 'Where inquisitiveness and curiosity are cherished.'

If you feel that you could help us in fulfilling these key messages and aims then you could be the person to join our team!



The Longacre Childcare Staff Team

We are well known for the dedication and commitment of our staff and the professionalism of our staff team. We aim to be the best at what we do. We pride ourselves at being able to work very closely as a team at all levels.

A great deal of attention and time is invested in the creation and development of a committed, motivated and well qualified staff team. We have an ongoing programme of in-house and external training for all our staff and believe in nurturing a spirit of professionalism and teamwork in both our settings.

The Longacre Childcare Ltd Staff Package

At present the package consists of:

- A competitive salary
- An ongoing programme of quality in-house and external training
- Career progression opportunities
- Structured appraisal system to further personal development plans
- Discounted childcare places
- Pension scheme

Our staff team are important to us, we understand the importance of offering quality training to ensure that we can provide a high level of care and education for the children we look after.



What we are looking for...

We want staff that will support the children in their care, providing them with a safe, stimulating, happy and loving environment in which to grow and develop. We plan our activities in order to provide those that suit the children in our care at that particular time. Behaviour management is friendly and understanding, prompting respect and kindness to one another. We welcome your support in fulfilling these aims.

Each member of staff is expected to be professional and committed and is rewarded accordingly.

Interview Tips

- Know where you are going and how you are getting there. It is important that you arrive in good time for your interview and show good time keeping and organisational skills.
- Research the company- look on their website, understand what services they are offering and to whom.
- Prepare answers to broad questions about yourself- Why do you want the job? What would you like to be doing in the long term? Etc.
- Understand the role you are interviewing for and what it entails. Think about the skills and experience you have and how they could be transferred to this role.
- Prepare some questions to ask- this could be about the specifics of the job role, training opportunities or progression within the company.
- Dress smartly. Whilst it is not necessary to wear a suit, it is not appropriate to wear jeans, trainers or tops that show your mid-drift! A suitable top with a pair of trousers or skirt will suffice.
- Bring any relevant paperwork with you. This includes your CV, working permits, certificates and ID if required.



At the interview remember...

- ... to think before you answer
- ... to make eye contact
- ... to breathe!

Overview of Nursery Jobs

Apprentice

An Apprentice is trained to undertake the same roles and responsibilities as a Nursery Assistant, gaining as much practical experience as possible throughout the duration of their course. They are encouraged to contribute to the delivery of high quality care and education to the children within the nursery; however, there are some restrictions in place with regards some aspects of the responsibilities they can undertake.

Nursery Assistant (unqualified)

The Nursery Assistant is an unqualified Nursery Practitioner. The role is to deliver high quality care and education to the children within the nursery by working within the Early Years Foundation Framework and the Company policies and procedures. A Nursery Assistant is responsible for supporting children through the observation, assessment and planning cycle as well as developing strong, professional relationships with children's parents and families. Being able to work well within a team and having good communication skills is essential.

Nursery Practitioner (qualified)

The role is to deliver high quality care and education to the children within the nursery by working within the Early Years Foundation Framework and the Company policies and procedures. A Nursery Practitioner is responsible for supporting children through the observation, assessment and planning cycle as well as developing strong, professional relationships with children's parents and families. Being able to work well within a team, as well as individually and having good communication skills is essential.

Montessori Teacher

The role is to deliver high quality care and Montessori education to the children within the nursery by working within the Early Years Foundation Framework and the Company policies and procedures. A Montessori Teacher is responsible for supporting children through the observation, assessment and planning cycle as well as developing strong, professional relationships with children's parents and families. Being able to work well within a team, as well as individually and having good communication skills is essential.

Room Leader

The Room Leader leads and manages a room within the nursery and oversees the staff working within it to ensure that it runs smoothly. The role is to deliver high quality care and education to the children within the nursery by working within the Early Years Foundation Framework and the Company policies and procedures. A Room Leader is responsible for supporting children and staff through the observation, assessment and planning cycle as well as developing strong, professional relationships with children's parents and families.

Being able to work well within a team, as well as individually and having good communication skills is essential. A Room Leader should be able to provide a positive role model for other staff.

Deputy Manager

The Deputy Manager provides effective management and support to the Nursery Manager. In addition to their Key Person role with the children, the Deputy is responsible for the smooth operation of the nursery and the meeting of regulatory aspects in the absence of the Nursery Manager.

The Deputy will, with the Manager, engage with the staff team to support, guide and teach them in order to ensure that the high level of professionalism is upheld. They may also have a designated role within the Nursery such as Special Educational Needs and Disabilities Co-ordinator or Safeguarding Co-ordinator.

Nursery Manager

The Nursery Manager effectively leads and inspires the staff team to fulfil their job roles ensuring that the level of care and professionalism is kept high and in line with the EYFS, Company policies and procedures and other regulations. They oversee the operation of areas within the nursery such as safeguarding, health and safety, employment law etc.

Working with the Operations Manager and Finance Department the Nursery Manager needs to meet and exceed targets set out in the Nursery and Company budget to ensure that the nursery is profitable.



 Longacre Childcare

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