



Welcome to Holmwood House Nursery situated in an idyllic woodland location near Great Horkesley. We are extremely lucky to have such a spacious outdoor play area, which includes separate gardens for each room, a paddock and secret garden; allowing us to explore and discover nature at all times of the year.

We welcome children from six months to four years old in three individual rooms, where they are supported and nurtured by a dedicated team of highly experienced staff. The children's interests always take priority and parents are able to engage fully with their child's learning.

We would love you to join us at our wonderful nursery where all staff have a genuine passion for providing each child with the most exciting range of opportunities possible.

Vicki Shreeve and Charlotte Taylor

**Nursery Managers**

## **Job Description and Person Specification**

<b>Job title:</b>	Lunchtime Assistant
<b>Reporting to:</b>	Nursery Manager, School Business Manager and Headmaster
<b>Start Date:</b>	September 2023 (ideally with an August handover)
<b>Status:</b>	Part-time - 16 hours per week, 11.15am-2.25pm Term-time only (38 weeks)
<b>Salary:</b>	National Living Wage

### **Job Specification**

- To collect the lunch from Holmwood House School and transport to the Nursery.

*NB Candidates must have their own vehicle, large enough to transport the food boxes, plus a full driving licence.*

- Carry out various kitchen duties and take the hot boxes back to the school.
- Maintain cleanliness of the kitchen area.
- To adhere to company policies & procedures and with Health and Safety legislation. These include;
  - Ensuring all food substances are labelled and covered.
  - Ensuring stock rotation and ensure all stock is clearly labelled to include expiry dates.
  - Check, monitoring and recording the temperature of both fridge and freezer on a daily basis.
  - Storing and serving all food at the temperatures required by the Chartered Institute of Environmental Health-Food Safety.
- To remain aware and observant of all health and safety issues in the nursery and, where possible, reduce the risk of an accident occurring through preventative actions.
- To maintain the highest standards of cleanliness and tidiness within the nursery kitchen.
- To ensure the effective and regular removal of waste items.
- To maintain correct stock levels and order stock in line with requirements.
- To maintain accurate and up to date records of children with allergy and dietary requirements.

### **Person Specification**

- Full driving licence and use of your own car
- Basic health and hygiene awareness
- First Aid and Health and Safety training, or a willingness to obtain relevant qualifications.
- Experience of working with dietary requirements. Understanding of child allergy requirements. Awareness of cultural and religious dietary requirements
- Knowledge of stock management and rotation

- Good time management skills
- Ability to maintain a clean and healthy environment
- Neat and professional appearance
- Able to work independently
- Ability to follow safety legislation and good practice

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time which may be deemed necessary in the interest of the smooth and safe running of the nursery. Any such duties should not, however, substantially change the general character of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

## How to Apply

If you would like to apply for the position of Lunchtime Assistant you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

## Completing an application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV**;
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House Nursery is an equal opportunities employer. A copy of the Nursery's equal opportunities policy is available on request.

### **Submitting an application**

Applications should be returned to [nurserymanager@holmwood.house](mailto:nurserymanager@holmwood.house) or posted to:

The Manager, Holmwood House Nursery, 151 Coach Road, Great Horkesley, Essex, CO6 4DX

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the Nursery and destroyed after three months.

### **Interviews**

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

### **Conditional offer of appointment**

Your employment with the School will be subject to the School being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;

- information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership), or any predecessor body, or by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- if you have carried out teaching work overseas, information about whether you have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in any of those countries in which you have worked which renders you unable or unsuitable to work at the School;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at the School;
- that you are not disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management pursuant to the Childcare (Disqualification) Regulations 2009;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

### **Disclosure and Barring Service (DBS)**

As the Nursery meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card

- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the Nursery Manager, on 01206 273827 or email [nurserymanager@holmwood.house](mailto:nurserymanager@holmwood.house)