



Little Angels

Fun Club & Nursery Ltd.



“Empowering our children, parents and staff to achieve”

Candidate Information Pack

Out of School Club Practitioner

We are committed to safeguarding children and upholding equal opportunities in line with the Equalities Act. Any role with us is subject to an enhanced DBS check.^{1 of 7}

Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as an Out of School Club Practitioner.

We are looking for a practitioner who is ambitious and passionate about the care and education of children that will support and join our current team of experienced Nursery Practitioners to achieve best outcomes for children including those in our after school and holiday club care.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last couple of years, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We hope to appoint an Out of School Club Practitioner who will successfully uphold and achieve the absolute best standards and outcomes for our children, families, and staff.

You will be passionate about having an impact and making a difference to the lives of children, whether from vulnerable or privileged backgrounds. You will love spending time with the children, delivering fun and inspirational learning. You will be an excellent communicator and will work alongside your team to achieve the best experiences for our children and their families.

What do I need to do if I want to apply?

Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: office@littleangels.info as soon as possible.

The closing date for this role is Friday 2nd December.

We look forward to receiving your application,

Victoria Solomon
Area Manager

Nursery Practitioner Job Description

Post title	Out of School Club Practitioner
Salary range	Meets Living Wage Requirements
Location	Little Angels at Cramlington Village Primary School
Hours	26 hours per week on split shifts before and after school
Holidays	FTE 28 days paid holiday (includes bank holidays.)
Benefits	Health and Wellbeing Package
Start date	As soon as possible
Responsible to	Nursery and Out of School Club Manager
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least two satisfactory references and appropriate DBS checks.

The job description below is neither definitive nor exhaustive. However, it should provide a clear indication of what is involved in the role. The company reserves the right to change or amend the description as the need arises.

The staff in our Out of School and Holiday Clubs must also be prepared to support our nursery provision and may also be required to work in these areas.

Purpose of Post

- To be a member of a team responsible for providing a level of care appropriate to the needs of children
- To provide stimulating recreational opportunities and to encourage learning and development.
- To work as a member of a team, to provide a safe, happy and secure environment for all children and to encourage the individual development of children through improved self-esteem, confidence and the ability to communicate effectively.
- To establish good working relationships with staff, parents, the wider community and other agencies.

Responsible To:

Nursery and Out of School Club Manager

Duties and Responsibilities

- To work to support the development of the children by organising high quality, fun and interesting activities
- Ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any special needs, disabilities, family cultures and medical histories.
- Monitor the development of children through partnership working with the attached school to ensure children are supported fully
- Build and maintain successful relationships with children, parents/carers and staff.
- Carry out duties with full regard to the Equal Opportunities Policy, Code of Conduct, Safeguarding Children Policy and all other policies and be fully up to date with the requirements of Keeping Children Safe in Education
- Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and also read, understand and adhere to all other company policies and procedures
- Support and manage children's' behaviour positively in line with policies and procedures and be an effective role model for the standards of behaviour expected of children and treat pupils consistently with respect and consideration
- Work collaboratively with out of school club and nursery colleagues as part of a professional team; and carry out roles effectively, knowing when to seek help
- Attend and participate in training and development activities as required and participate in professional development and review
- Ensure good standards of hygiene and cleanliness are maintained at all times and be responsible for the welfare, health and safety standards appropriate for the needs of young children and comply with health and safety rules and regulations and legislation.
- Advise the manager/deputy of any concerns, for example, over children, parents, the safety of the environment and the preserving of confidentiality as necessary.
- Promote and safeguard the welfare of the children and young people that you are responsible for, or come into contact with.

- Act in compliance with data protection principles in respecting the privacy of personal information
- Administer first aid at an appropriate level
- Be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside
- Be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of meals and snacks, cleansing of equipment, etc. The post holder will be required to undertake other reasonable duties within the level of the post as requested.

Personnel Specification – Out of School Club Practitioner

Attributes	Criteria No.	Criteria	How Identified	Rank
Relevant Knowledge and Experience	1.	Experience in an Out of school Club setting	Application/Interview	Desirable
	2.	Experience of implementation of EYFS	w	Desirable
	3.	Knowledge of relevant legislation such as Safeguarding, Keeping Children Safe in Education 2022, Childcare Act 2006, EYFS, SEND etc.	Application/Interview	Essential
	4.	Knowledge and experience of record keeping and reporting	w	Essential
	5.	Knowledge of child development and children's needs	Application/Interview	Essential
	6.	Experience of working in partnership with parents and other professionals	w	Essential
	7.	Experience in providing high quality, enabling environments for children 0-11 years old	Application/Interview	Essential
			w	
			Application/Interview	
			w	
			Application/Interview	
			w	
Education and Training	8.	Relevant and recognised Level 3 qualification or Playwork Qualification	Application	Desirable
	9.	Paediatric First Aid qualification	Application	Desirable
	10.	Food Hygiene Certificate and other related training	Application/Interview	Desirable
	11.	Willingness to continue with professional development	w	Essential
			Application/Interview	
			w	
Skills and Abilities	12.	Ability to communicate well with adults and children	Interview	Essential
	13.	To be able to demonstrate the ability to work as part of a team	Interview	Essential
	14.	Computer literate	Interview	Essential
	15.	Good organisational skills	Interview	Essential
	16.	Ability to manage behaviour positively & effectively	Application/Interview	Essential
	17.	Ability to remain professional at all times	w	Essential
	18.	Ability to write legibly and show good presentation skills	Interview	Desirable
	19.	Ability to demonstrate creative ability	Application/Interview	Desirable
				w

			Interview	
Additional Factors	20.	Understanding of Equal Opportunities	Interview	Essential
	21.	Awareness of Health and Safety and practical hygiene issues	Interview	Essential
	22.	Honesty with self and others	Interview	Essential
	23.	Have a clear understanding of the importance of confidentiality	Interview	Essential
	24.	Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	Interview	Essential