

## How to Apply

### For Windows Users

1. Download the Application Form
2. Go to the Inspiring Communities Together website and download the PDF application form to your computer.
3. Open and Fill Out the PDF
4. Open the downloaded PDF file (you can use apps like Adobe Acrobat Reader or your browser).
5. Fill in all required information directly in the form.
6. Save Your Completed Form
7. Click the floppy disk icon (usually at the top right or top left) to save your changes.
8. Rename the file (e.g., YourName\_ApplicationForm.pdf).
9. Choose a location on your computer where you can easily find it again (like your Desktop or Documents folder).
10. Send the Form by Email
11. Open your email account.
12. Create a new message and attach your completed PDF form.
13. Send it to the email address listed on the application form.
14. Make sure you send it before the closing date stated in the form.

### For Mac (macOS) Users

1. Download the Application Form
2. Go to the Inspiring Communities Together website and download the PDF application form to your Mac.
3. Open and Fill Out the PDF
4. Open the downloaded PDF file using Preview (the default PDF viewer) or Adobe Acrobat Reader.
5. Fill in all the required information directly in the form.
6. Save Your Completed Form
7. In the menu bar at the top of your screen, click File > Save As.
8. Rename the file (e.g., YourName\_ApplicationForm.pdf).
9. Choose where you'd like to save the form (e.g., Desktop or Documents).
10. Send the Form by Email
11. Open your email.
12. Create a new message and attach your completed PDF.
13. Send it to the email address listed on the application form.
14. Be sure to send it before the closing date stated on the form.

### iPhone or iPad (iOS) Users

1. Download the Application Form
2. Go to the Inspiring Communities Together website and download the PDF application form to your device.
3. Save the Form Before Editing
4. Tap the Share icon (a square with an arrow pointing up).
5. Select Edit in Acrobat (Adobe Acrobat app is free to use and allows guest login — no account needed).
6. The PDF will open in Adobe Acrobat.
7. Fill Out the Form
8. Use the tools in Adobe Acrobat to complete the form fields.
9. Save a Copy of the Completed Form
10. Tap the three dots in the top corner.
11. Choose Save a Copy > Save to Files.
12. Rename the file (e.g., YourName\_ApplicationForm.pdf) and choose where to save it.
13. Tap Save.

### Android Users

1. Download the Application Form
2. Go to the Inspiring Communities Together website and tap Download Application.
3. Then confirm by tapping Download again.
4. Open the PDF Form
5. It's recommended to use Adobe Acrobat Reader, which you can download for free from the Google Play Store.
6. Once installed, open the downloaded PDF in Adobe Acrobat.
7. Fill Out the Form
8. Use the built-in tools in Adobe Acrobat to complete the form.
9. Save a Copy of the Completed Form
10. Tap the three dots in the top-right corner.
11. Select Save a Copy > choose On this device.
12. Rename the file (e.g., YourName\_ApplicationForm.pdf) and save it.
13. Send the Form by Email
14. Open your email app.
15. Create a new message and attach the saved PDF form (look in My Files > Downloads).
16. Send it to the email address listed on the application form.

# Inspiring Communities Together Application Pack

## Child Care Worker (Children and Families)

### Introduction

Thank you for considering applying for the role advertised. This pack has been created to ensure that you complete a good quality application.

### Information for applicants

In this pack we have provided you with information and guidance to help you through the application process, but should you have any difficulties please do not hesitate to contact Carol Hyde Programme Manager (Children and Families) via email on [office@inspiringcommunitiestogether.co.uk](mailto:office@inspiringcommunitiestogether.co.uk)

All applications must be submitted by email and completed electronically. No handwritten applications will be accepted. We do not accept CVs; a full application form must be completed. Anyone submitting a CV or not completing the application as outlined below will not be considered by the panel. Each applicant is required to submit the following information as part of the application process:

- **The completed application form**
- **Equality monitoring form**
- **Details of 2 referees**

Please return your completed documents by 9am, 12<sup>th</sup> May 2025 to [office@inspiringcommunitiestogether.co.uk](mailto:office@inspiringcommunitiestogether.co.uk) with the reference CCWC&F in the subject header. Interview date to be confirmed Week Commencing **26<sup>th</sup> May 2025**

### Acknowledgement and feedback

You will receive an email acknowledgement of your completed application. Should you be unsuccessful at the shortlist stage, you will be notified by email. Invitations to interview will be sent via email.

All unsuccessful applicants are welcome to ask for feedback on the reasons for not being shortlisted or selected at interview stage. Feedback for not being shortlisted will only be given by email. Feedback following non-selection at interview stage can be given by email or telephone at an agreed time.

**Job Description – Childcare Worker**  
**Children and Families**  
**Inspiring Communities Together**

**Job title: Team:**Childcare Worker Children and Families

**Salary: Hours:**£13.29 per hour (flexible between 9.00am – 2.00pm)

**Location:**Yogurt Pots Childcare Provision, Sports Village

**Responsible to:** Childcare Room Leader

### **Job Overview**

To support the Childcare Manager and Room Leader to deliver the provision of a range of early year's education and out-of-school programmes for children and families within Charlestown and Lower Kersal.

To support the involvement of volunteers and family members in delivery of children and family activities to ensure children have the best start in life To work as part of the Children and Families Team to deliver the Children and Families Strategy.

### **Operational and compliance**

The post holder will be expected to:

Work with the Room Leader to create a safe, welcoming and inclusive environment for all children

Provide a safe, caring and stimulating environment of children, including those with Special Educational needs.

Work within the framework set by Ofsted to ensure requirements are met

Promote and foster a working environment in which the psychological, physical, overall developmental and educational well-being of children is paramount

To complete observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively

Ensure regular contact and feedback to family members on child development including maintaining on-line resources such as Tapestry and content management system

Work as part of the staff team to develop programmes which meet the needs and aspirations of the children attending the setting – including identifying and accessing external support when required

Ensure that a supportive, empathic and non-judgemental approach is used by all staff and volunteers when interacting with children and their families

Identify to the childcare manager resources required to deliver a good quality children and families programme

Signpost family members to wider organisational opportunities and external opportunities including learning and volunteering opportunities and information, advice and guidance support as appropriate

To fill the role of Deputy Manager/Room Leader when required

Contribute to the development and delivery of initiatives to improve efficient and effectiveness of the service including new ideas to improve standards

## Other

To work as part of the Children and Families team to achieve the wider organisational objectives

To attend team meetings, supervision sessions and any external meetings as required

To work flexibly and undertake, when required, other duties associated with supporting the needs of the organisation, which may be reasonably determined by the line manager and/or Senior Management Team

To work flexibly and attend occasional meetings and events outside normal working hours (evenings and weekends) for which notice will be given

To undertake training and professional development as and when required  
Ensure high levels of professional conduct including punctuality, dress, presentation and administration Comply with the policies of Inspiring Communities Together at all times

**Please note that because this job involves working with children and young people we will ask you to complete Enhanced DBS check. You must tell us in your application if you have any convictions, bind- overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment.**

### Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the organisation will expect to revise this job description from time to time and will consult with the postholder at the appropriate time

Date job description prepared/revised:

**7<sup>th</sup> April 2025**

Prepared/revised by:

**Carol Hyde**

**Agreed job description signed by holder:**

## Personal Specification

### Note to applicants:

Whilst all criteria below are important, those under the Essential heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so will mean that you will not be invited for interview.

<b>E</b>	<b>Necessary requirements – skills, knowledge, experience etc.</b>	
<b>E</b>	<b>Level 2/3 NVQ Childcare qualification or equivalent</b>	
<b>E</b>	<b>Ability to support and monitor staff and students</b>	
<b>E</b>	<b>Experience in working with children within an early years setting</b>	
<b>E</b>	<b>Experience of implementation of EYFS, revised EYFS 21</b>	
<b>E</b>	<b>Paediatric first aid qualification (if not in possession of this, must be achieved within 3 months of employment)</b>	
<b>E</b>	<b>Knowledge of legislation relevant to Early Years such as EYFS 21, SEN, safeguarding, Childcare Act 2006</b>	
<b>E</b>	<b>Knowledge of Child Development and children's needs, including additional support needs</b>	
<b>E</b>	<b>Ability to work with parents/carers/families to encourage partnership working</b>	
<b>E</b>	<b>Ability to communicate well with adults and children</b>	
<b>E</b>	<b>Ability to work as part of a team</b>	

## Desirable Criteria

D	Good IT skills including using Word, Excel and PowerPoint	
D	Food Hygiene Level 2 (if not in possession of this, must be achieved within one months of employment)	
D	Knowledge of online reporting systems such as Tapestry	
D	Experience using social media to promote events and opportunities	
D	Local resident of Charlestown and/or Lower Kersal	
D	Extensive knowledge of Charlestown and/or Lower Kersal	
D	Full clean driving licence with access to a car	

## Personal Qualities

	Ability to act honestly, reasonably and with integrity
	Active commitment to equality and diversity
	Commitment to promoting the core values of the organisation

**Inspiring Communities Together  
Child Care Worker  
Children and Families  
Application Form**

Name:

Address:

Email

Phone

What attracts you to apply for this position ?

Please tell us about any relevant experience(s) you have

Have you undertaken any relevant previous training

Do you have any needs we should be aware of to best support you

Please give the names and addresses of two people who are willing to provide a reference on your behalf

**One referee should be your line manager or supervisor from your current or last employer**

**Referee 1**

Name:	Relationship to you
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Address:
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Email	Phone
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**Referee 2**

Name:	Relationship to you
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Address:
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Email	Phone
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Do you consider that you have a disability? (Physical or mental impairment which could effect your ability to carry out normal day-to-day activities)
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**Desirable**

- Good IT skills including using Word, Excel and PowerPoint
- Knowledge of online reporting systems such as Tapestry
- Experience using social media to promote events and opportunities
- Full clean driving licence with access to a car

**Personal qualities**

- Ability to act honestly, reasonably and with integrity
- Active commitment to equality and diversity
- Commitment to promoting the core values of the organisation

**Declarations**

Are you related to any of the following?

- An employee of the organisation
- A Trustee of the organisation

<b>Yes</b>		<b>No</b>	
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If yes please state their name and relationship to you:

**Immigration, Asylum and Nationality Act 2006**

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for interview you will be advised of the documents you will need to provide which will then be checked to ensure the organisation complies with the current legislation.

If you have a national insurance number please write it here	
Town of birth	
Country of birth	

I declare that the information give in this application form is accurate and that if it is subsequently discovered that any statement is false or misleading, my offer of employment may be withdrawn or I may be dismissed from my employment by the organisation without notice. I also agree to a medical examination if required.

If I am offered employment, I understand that it may be necessary for security and safeguarding purposes for Inspiring Communities Together to carry out a Disclosure and Barring check on any employees in positions which involve contact with vulnerable adults and children in the course of their work

Pleas tick here if have any objection to a DBS check being undertaken I understand that for certain jobs, refusal may influence an offer of employment being made	
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signature		Date	
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If you are e mailing this form you will be asked to sign this application at interview

**Applicants Checklist**

I have Completed my declaration form	
I have completed my Person specification and given examples	
I have completed the Equality Monitoring form	
i have given details of 2 references	

## Inspiring Communities Together Equality Monitoring Form

At Inspiring Communities Together, we want to know that we are giving people equal opportunities throughout all aspects of our work. To ensure this happens we need to collect information from you. Please help us by answering the following questions

The information you provide will be used solely for monitoring purposes and will be treated as confidential

### 1. I would describe my origin as (please tick as appropriate)

<b>WHITE</b>		<b>MIXED BACKGROUND</b>		<b>ASIAN OR ASIAN BRITISH</b>	
English	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Other mixed Background	<input type="checkbox"/>	Other Asian background	<input type="checkbox"/>
Other White background	<input type="checkbox"/>				
<b>BLACK OR BLACK BRITISH</b>		<b>CHINESE, CHINESE BRITISH OR OTHER ETHNIC GROUP</b>			
Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
African	<input type="checkbox"/>	Other background	<input type="checkbox"/>		
Other Black background	<input type="checkbox"/>				

2. My gender is

**Male** 
**Female** 
**Prefer not to say** 
**Prefer to self describe**

3. Please tick if you identify as LGBTQ+

4. Do you consider you have a disability?  Yes  No

5. What is your age ?

**Under 18** 
**18-30** 
**31-60** 
**over 60**