

6th February 2012



Dear Applicant

LUNCHTIME ASSISTANTS (Barking & Dagenham and Westminster)

Thank you for responding to our advertisement for Lunchtime Assistants. Now you have taken the first step, please go that extra mile to complete and return your form. If you are not sure about whether this is the right job for you - please continue reading!

Why think about joining London Early Years Foundation?

LEYF regularly asks all staff to complete a questionnaire, which includes questions about what attracted them to the organisation, what they value, how the organisation might retain their loyalty and what makes them stay. Top of the list are:

Opportunities for Training & Development

More experienced staff are encouraged to undertake mentoring and assessor awards and senior practitioners can participate in our annual ILM management programme.

Staff are able to transfer between nurseries and find that this gives them the chance to build up a breadth of experience.

Opportunities for Promotion

Although all vacancies for Nursery Deputies and Managers are advertised, staff working for LEYF are encouraged to apply. If staff are not successful in their application, feedback is provided and, with the assistance of their manager, work on areas of weakness is built into their personal development programme.

All staff receive 1:1 supervision with their managers, which is seen as key to their personal development. At regular staff meetings staff are encouraged to share their views and ideas in supportive teams and give/receive advice and encouragement.

Encouragement to extend skills through key roles

Nursery staff also welcome the opportunity to take on additional key person and responsibilities such as SENCO, Foundation stage Co-ordinator, mentor to apprentices. Such roles provide new learning and opportunities to work with other practitioners from both within and outside the Organisation.

Having my own Record of Achievement

All staff have their own personal portfolios and staff indicate that these prevent them from becoming static or feeling that they are in a rut.

Please now find enclosed the following documents:

1. Job Description
2. Person Specification
3. Terms & Conditions
4. Background Information on London Early Years Foundation
5. Guidance note on completing the application form
6. Statement of Policy on Recruitment of Ex-Offenders.
7. Application Form

Please note that the **closing date for completed applications is 20th February 2012 and applications received after this date will not be considered.**

Interview dates week commencing TBC

Once again, thank you again for your interest in working with LEYF.

Yours sincerely

Yasmin Kurrimboccus
HR Manager

LONDON EARLY YEARS FOUNDATION
JOB DESCRIPTION



POST TITLE: Lunchtime Assistant

RESPONSIBLE TO: Nursery Chef

OBJECTIVES

To contribute to the planning and preparation of nutritionally well balanced meals for children and staff of the nursery, undertake general housekeeping duties for the nursery and assist in maintaining a safe and healthy environment.

KEY RESPONSIBILITIES

1. Assist in the serving of nutritionally well balanced lunch.
2. Preparation of nutritionally well balanced tea.
3. To maintain high standards of hygiene and safety in the nursery, particularly in the kitchen area.
4. To store food in accordance with health & safety legislation, requirements and guidance.
5. To liaise with nursery chef/nursery manager in the planning of weekly/ monthly menus in advance to meet the dietary needs of all the children.
6. To assist in shopping, ordering and arranging food deliveries.
7. To assist in maintaining records of food and cooking supplies.
8. To contribute to setting up tables at meal times.
9. To clear away meals, tidy up, wash up and load dishwasher as necessary.
10. To maintain safety of kitchen equipment and appliances reporting any faults to the nursery chef/nursery manager.
11. To actively promote the LEYF Equal Opportunities policies within all aspects of the post.
12. To take responsibility for the implementation of the LEYF Health & Safety policies.
13. To undertake any other tasks, as requested by the management team, which are necessary for the smooth running of the nursery and the welfare of the children in its care.

LONDON EARLY YEARS FOUNDATION
LUNCHTIME ASSISTANT
TERMS AND CONDITION OF EMPLOYMENT

Appointment

This post is on an open ended 'permanent' contract basis.

Probationary Period

There is a probationary period of 6 months. During this time, 1 week's notice in writing may be given on either side.

Salary

Starting salary from £6.15/hour

Pension Scheme

The Organisation has a pension plan, for which employees are eligible to after 3 months service. The Organisation contributes 7% of salary.

Hours of Work

16 hours per week Monday to Friday. You may be required to work additional hours on occasions. Hours worked in excess of your normal week will be compensated by time off in lieu in accordance with Organisation procedures.

Annual Leave

The leave is 23 days per holiday year, including 3 days over the Christmas period. The Organisation's holiday year runs from October 1 until September 30.

Public Holidays

In addition to annual leave, you will be entitled to the 8 public holidays and 3 extra days over the Christmas period if and when Head Office and nurseries are closed.

Sick Leave

First 6 months	Statutory sick pay only
First Year:	1 month's full pay and 1 month's half pay
Second Year:	2 month's full pay and 2 month's half pay
Third Year:	3 month's full pay and 3 month's half pay
Fourth Year:	4 month's full pay and 4 month's half pay
Fifth Year:	5 month's full pay and 5 month's half pay
Sixth Year and all further years:	6 month's full pay and 6 month's half pay.

Maternity Pay & Leave

Maternity leave as per statutory regulations. Organisation maternity payment to staff who have completed 2 years' service is currently under review.

Notice of Termination Of Employment

Following the probationary period, 4 weeks' notice in writing on either side subject to statutory minimum.

LONDON EARLY YEARS FOUNDATION
121 Marsham Street, London, SW1P 4LX

APPLYING FOR A JOB

Thank you for your interest in applying for a post with London Early Years Foundation. Please read these notes carefully. They are written to help you complete your application form.

Job Description and Person Specification

You will find enclosed a job description.

The job description outlines the main duties and responsibilities of the post.

Preparation

Read all the documentation sent to you. Think about why you are applying for this post and what evidence you have to show that you have the necessary skills, abilities experience and knowledge. Remember to consider any relevant experience acquired outside work e.g. parenting, vocational experience, voluntary experience. Make rough notes to help you when completing the form.

Talking through your present and previous posts with someone else may help uncover hidden skills that you took for granted.

It may be worth making photocopies of the form so that you can complete it in rough first and think about layout and presentation.

Employment History, Education and Qualifications, Training

Please make sure you complete these sections fully. Dates of employment must include the month as well as year. This is important. If you put, for example, 1996 - 1997, the panel will not know if you have been employed for 2 years, 2 months, 2 weeks or perhaps even 2 days! If one applicant clearly has more relevant experience than another, this may count in their favour - the panel will not guess or make allowances.

You may need to check information some information required e.g. days' sickness. Putting "Don't know" or "about 7 or 8" could imply a casual attitude to attendance and a lack of care in completing the form with no attention to detail.

Supporting Statement

This is where you make your case for the post. Do not repeat your job history nor list your current or previous job tasks.

Look at the selection criteria contained in the person specification. Use your supporting statement to demonstrate how your skills, experience and knowledge match, or are similar to those listed. Remember that it is usually not enough to say, for example "*I am committed to equal opportunities*": you need to tell us, briefly, what you understand by "equal opportunities" and demonstrate how you are committed.

Make sure your statement is positive and clearly set out. Remember that your form will be used to assess your ability to keep neat and accurate records.

General Points

Do not make assumptions or take things for granted. Equal Opportunities employment policies mean that selection panels look at evidence before them and do not (as far as possible) rely on other knowledge, particularly that gleaned from personal contact. This is particularly important for internal candidates who should treat this as they would an application form for any job externally.

Type your form or use ball-point or pen. Remember that your form has to be copied so use black ink and make sure that any additional sheets are A4. A well presented form that is clear and legible is evidence of your ability to communicate effectively in writing.

The supporting statement should be limited to no more than two extra sides of A4. Both internal and external candidates should ensure that they have fully addressed the person specification in the application so this means you will need to be concise.

References

On the application form you are asked to provide names and addresses of two referees. One of these should be your most recent employer/supervisor. The second should preferably be someone who knows you in a work capacity, whether that work is paid/voluntary/education. Please include full addresses, including complete postcodes.

Disclosure of Criminal Background

As posts within London Early Years Foundation involve regular contact with children, they are exempt from the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared on the application form. This information will be dealt with confidentially and will not be used to discriminate against you unfairly.

In accordance with Home Office and Westminster City Council guidelines, the Organisation operates checking procedures for candidates selected for appointment.

Curricula Vitae (i.e. narrative account of working life to date)

CVs and other information (e.g. certificates, references) will **NOT** be considered. You **must** complete the application form in full so that we receive the same type of information from all applicants and so that you directly address the selection criteria.

LONDON EARLY YEARS FOUNDATION
121 Marsham Street, London, SW1P 4LX

RECRUITMENT OF EX-OFFENDERS

POLICY STATEMENT

- As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, London Early Years Foundation complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- London Early Years Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientations, responsibilities for dependants, age, physical/mental disability or offending background.
- The Organisation has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- The Organisation actively promotes equality of opportunity for all with the right mix of talent skills and potential and welcome applications, from a wide range of candidates, including those with criminal records. All candidates are selected for interview on the basis of their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, the Organisation encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. It is requested that this information be sent under separate, confidential cover, to a designated person within the Organisation which guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows London Early Years Foundation to ask questions about the applicant's entire criminal record, only information about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 is required.
- At interview, or in a separate discussion, the Organisation ensures that an open and measured discussion takes place on the subject of any offences or other matters that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- London Early Years Foundation makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and makes a copy of the Code of Practice available on request.
- The Organisation undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with the Organisation. This will depend on the nature of the position and the circumstances and background of your offences.

London Early Years Foundation as a Social Enterprise

London Early Years Foundation (LEYF) is a true example of a business with a social purpose working to deliver lasting social and cultural change in a surprisingly challenging environment; most people don't realise that Westminster is the 39th most deprived of 354 local authorities in the UK where over 30% of residents belong to black or minority ethnic communities and over 100 first languages are spoken.

LEYF is London's only registered charity providing subsidised comprehensive early years childcare & education for children aged six months to five years - and operates from 15 locations in the City of Westminster.

As one of the leading voices in pre-school childcare in the UK, LEYF is the chosen partner for Westminster City Council, works in direct partnership with SureStart and has one of the highest staff-to-child ratios of highly-qualified staff available anywhere in the city.

The LEYF ethos

LEYF's guiding principle is that *all* children deserve to be treated with care and respect and to have the same opportunities to develop a passion for learning, regardless of their background.

The LEYF ethos of developing a passion for learning in a multi-cultural and socially responsible way is backed up by accepted research which shows that by the time they have reached three years of age, children have already formed a deeply embedded understanding of societal and cultural issues. So for example, if children are exposed to class, racial or disability-based prejudice (even in a fairly subtle way by a simple lack of exposure to people from different walks of life) they can begin to reflect those prejudices in a negative way from a very early age. But in an eclectic setting that is positive about different nationalities, ethnicities, languages, faiths, disability and socio-economic needs, children have entirely the opposite experience and become far more caring and understanding people for it.

Children from all backgrounds have the same hopes, aspirations and daily needs. This is a vitally important message for children to hear from their earliest years; the more they realise that children are the same everywhere, the more grounded, thoughtful and positive individuals they will become. Care, respect and education are inseparable.

Each LEYF nursery creates an eclectic environment that reflects this philosophy and makes the organisation unique in its area. The LEYF programme is based on the early childhood principle that the curriculum is the sum total of the children's direct *and* indirect learning experiences - and that a caring, sensitive, responsive adult who understands how children develop and learn is key to its delivery.

LEYF believes that children need to be respected in order to respect. They encourage children to flourish through choice and self-development in a safe, secure, stimulating and fun environment.

The LEYF social enterprise business model

As the only significant provider of care & education for young children in central London that also has charitable status, LEYF manages to subsidise *all* its pre-school places by a determined fundraising effort, with children from lower income parents receiving the largest subsidies. In this way, the income from wealthier parents helps subsidise part of the fee for lower income parents which in turn helps foster the eclectic understanding LEYF strives to achieve.

LONDON EARLY YEARS FOUNDATION
121 Marsham Street, London, SW1P 4LX

APPLICATION FORM

VACANCY:	Lunchtime Assistant
CLOSING DATE:	20 th February 2012
REFERENCE:	

Please complete all sections of this form carefully, including the Equal Opportunities Monitoring Form, in black pen, following the instructions. The information you provide on this form is the only material used in deciding if you should be interviewed.

CVs will not be accepted. Please do not send references or copies of qualifications.

You must complete the first and last pages of this form in full. In your Personal Statement show how you meet the job requirements specified in the documentation provided.

PLEASE USE CAPITALS FOR THIS SECTION	
Family/Surname:	
First names:	
Mr:	Mrs: Ms: Miss: Other: _____
<i>Tick or specify as appropriate</i>	
Home/Contact address:	
Postcode:	
Day Telephone No:	Evening Telephone No:
If you do not wish to be contacted at work, please tick here	

Where did you see this vacancy advertised?

Name of publication: _____

Once completed, please return this form to:

HR Manager, London Early Years Foundation, 121 Marsham Street, London, SW1P 4LX

EMPLOYMENT HISTORY

Please give details of your employment history, starting with your current or most recent employer.

Current/Most Recent Employer's name & address	Dates of employment	Job title, main duties, responsibilities, reason for leaving .
Previous Employers' names & addresses	Dates of employment	Job title, main duties responsibilities, reason for leaving .

OTHER RELEVANT EXPERIENCE

Dates (approx.)	Type of experience

Please give details of any other experience you consider relevant to this application, e.g. voluntary or unpaid work, community work or experience/skills acquired outside of employment, including running your home and caring for dependants/family. You will find it helpful to look at the Person Specification/Job Description and relate your experience to the skills, abilities and knowledge required.

EDUCATION AND QUALIFICATIONS

Please give details of your education and the qualifications obtained. Include details of any qualifications for which you are now studying. Primary school details are not required.

Name of school, college, university etc.	Name of course	Dates attended and completed	Qualifications and levels achieved

TRAINING

Please give details of any training you have had which is relevant to the job for which you are applying. Include any on -the-job training as well as formal training courses. There is no need to mention any courses you have listed in the section above.

Dates (approx.)	Duration of course	Title of training programme/course and brief description

REFERENCES

Name of referee:	Name of referee:
Capacity in which known to you:	Capacity in which known to you:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:

Please give details of two referees of whom confidential enquiries may be made. One referee must be from your current employer (or most recent employer) or your current educational establishment. *References are normally taken up following interview.*

PERSONAL STATEMENT

ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE

Use this section to show how you meet all of the shortlisting criteria for the job as set out in the enclosed person specification, drawing on all aspects of your education and experience, including paid employment and unpaid work (continue on separate sheet as required but please use A4 paper, single sided and include no more than 2 sheets)

DECLARATION

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, this may disqualify me from appointment or, if employed, may render me liable to dismissal without notice.

Signed:

Date:

REHABILITATION OF OFFENDERS

Please give details of any convictions for criminal offence including any 'spent' convictions under the Rehabilitation of Offenders Act 1974. The position for which you are applying involves work or contact with children and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. All convictions, however old, must be declared. London Early Years Foundation will ask all appointees to apply for Disclosure through the Criminal Record Bureau. This information will be dealt with confidentially and will not be used to discriminate against you unfairly.

Should you wish to disclose information confidentially, please send this sheet in a separate envelope addressed to the Head of Human Resources.

Signed:

EQUAL OPPORTUNITIES IN EMPLOYMENT

MONITORING OF JOB APPLICANTS

London Early Years Foundation is committed to ensuring that no job applicant or employee receives less favourable treatment than others on grounds of ethnic origin, colour, sex, marital status, disability or sexual orientation or is disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

Please contact either the Personnel Manager if there is anything we need to know about your disability in order to offer you a fair selection interview e.g. do you have a speech difficulty or need a wheelchair accessible interview room?

In order to help the Organisation to ensure that it's Policy is being carried out would you please complete all parts of this page. This information is confidential and used solely for monitoring purposes. It is separated from the application form before consideration of candidates takes place.

Name:	Job Reference:
Job Title:	Publication seen in:
Do you currently work for LEYF?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>

Please describe your ethnic origin (not your nationality or place of birth)			
I would describe myself as:			
Black - Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black - African	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>
Black - Other	<input type="checkbox"/>	Irish	<input type="checkbox"/>
(Please describe) _____		White	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Indian	<input type="checkbox"/>	(Please describe) _____	
Pakistani	<input type="checkbox"/>		

Age Group:	16 - 20	<input type="checkbox"/>	36 - 45	<input type="checkbox"/>
	21 - 25	<input type="checkbox"/>	46 - 55	<input type="checkbox"/>
	26 - 35	<input type="checkbox"/>	56 - 59	<input type="checkbox"/>

Gender:	Female	<input type="checkbox"/>	Marital Status:	Single	<input type="checkbox"/>
	Male	<input type="checkbox"/>		(inc. widowed & divorced)	<input type="checkbox"/>
				Attached	<input type="checkbox"/>
				Married	<input type="checkbox"/>

Do you consider that you have a disability?	
Registered disabled	<input type="checkbox"/> Reg No. _____
Unregistered disabled	<input type="checkbox"/>
Not disabled	<input type="checkbox"/>

Signed: