

High Kirk Community Preschool



Position: Preschool Leader – Permanent contract.

Thank you for your interest in the above position.

Please find include an information pack containing the following information:

- Advertisement
- Job description
- Person specification
- Summary of main terms and conditions
- Application form.

Read all the information about the job (the covering letter, advertisement, job description, person specification). It is important that you provide sufficient information on the application form to demonstrate how you meet the essential and desirable criteria. We will assess your application against the Personal Specification.

Completed application forms should be marked **Private and Confidential** and sent to:

High Kirk Church Office
65-71 Thomas Street
Ballymena
BT43 6AZ

Closing Date: 12 noon on Monday 29 July 2024.

Applications received after the time and date will not be considered.

Shortlisted candidates will be contacted by email or letter.

Yours faithfully,

Ruth Millar (Chairperson Preschool Management Committee)

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

Advertisement

Applications are invited for the post of PRESCHOOL LEADER

Essential criteria include QCF Level 5 or equivalent and 2 year's minimum paid experience in an Early Years setting or Foundation stage

Hours: 25.5 per week

Rate of pay: starting at £15.43 per hour.

For a job description and application form please contact:

High Kirk Presbyterian Church Office
65-71 Thomas Street
Ballymena
BT43 6AZ

Or email office@highkirk.org.uk

CLOSING DATE: Monday 29 July 2024 at 12 noon.

Interviews will be held on week beginning Monday 5 August 2024.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Job Description

Job title:	Preschool Leader
Responsible to:	Preschool Management Committee
Hourly rate:	£15.43
Hours per week:	25.5
Full time:	Permanent
Proposed start date:	1 September 2024

High Kirk Community Preschool, an integral part of High Kirk Presbyterian Church, is committed to delivering excellent outcomes for children by providing a quality learning environment for the preschool child. We pride ourselves on running a setting where children are happy, safe, and able to reach their potential. The inclusive, caring ethos in which each child is valued builds the children's confidence and contributes to their wellbeing and positive attitudes towards learning. Our staff team is the most important resource we have, and we want staff who are child centred and are willing to go the extra mile to ensure our children fulfil their potential.

Job Purpose

The Preschool Leader will be responsible for the day to day running of the Preschool to ensure safe, stimulating play in a safe, caring, and welcoming environment for children and their families in line with DHSSPS Minimum Standards for Childminding and Day Care for Children Under Age 12, the Children (Northern Ireland) Order 1995 and the United Nations Convention on the Rights of the Child.

This will involve planning, preparing and delivering play-based activities appropriate to children aged 3-4 years:

- To lead short, medium and long-term planning for the group.
- The assessment, monitoring and recording of individual children's development.
- Responsible for the management and development of the Preschool staff including the allocation and monitoring of work, appraisal and training.
- To develop the Preschool in terms of reputation and growth.

Responsibilities

- To be responsible for the overall safety and well-being of the children.
- To oversee the completion of risk assessments throughout the setting both indoors and outdoors.
- To provide safe, stimulating group play to meet the social, linguistic, creative, physical, imaginative, emotional needs of each child.
- To establish productive working relationships with children, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all children within the Preschool; provide and maintain equality of opportunity for all children and their families.
- To organise and manage appropriate the environment and resources.

- To select and prepare resources to take account of the children's interests, language and cultural background.
- To manage liaison with all relevant bodies to gather the necessary information for Health Visitors, the Health and Social Care Trust and auditors to ensure that the Preschool is satisfying all the necessary legal and statutory requirements.
- To monitor, evaluate and adjust individual plans as appropriate as the children reach the next stage in their development.
- To manage record keeping systems and processes and record progress and achievements in activities systematically providing evidence of the range and level of progress and attainment.
- To establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance.
- To comply with and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns to an appropriate person.
- To manage all staff and students appointed to the Preschool including ensuring a supervision and appraisal process is implemented.
- To be responsible for calling regular staff and planning meetings in order that staff will be fully aware of their roles and the progression of the Preschool curriculum throughout the year.
- Recruitment and induction of new staff in conjunction with the Management Committee.
- To participate in training and other learning activities as appropriate.
- To work closely with the Management Committee including attending committee meetings and producing reports as requested.
- To ensure wider communication of the Preschool activities by producing monthly newsletters and updating social media to engage with parents/carers.
- To record and manage finances within the Preschool and to report monthly to the Management Committee Treasurer.
- To take part in and organise fundraising activities, special events, outings and visits.

The list of responsibilities above is not exhaustive and the Preschool Leader may be expected to take on other reasonable duties as assigned by the Preschool Management Committee.

PRESCHOOL LEADER PERSON SPECIFICATION

ESSENTIAL CRITERIA

- QCF Level 5 in Child Care Learning and Development (Management) or a relevant occupational qualification in Early Years Education or teaching qualification.
- Minimum of two years paid experience working with children within the last five years in either Preschool, Foundation stage or Daycare setting.
- Knowledge and understanding of NI Preschool Curriculum Guidelines.
- Knowledge of Child Development including age-appropriate areas of learning.
- Experience of developing long, medium and short-term planning for an early year setting.
- Be able to demonstrate an understanding of developing policies and procedures.
- Good understanding of child protection and the Minimum Standards for Childminding and Day Care for Children Under age 12.
- Experience of observations and planning.
- Ability to lead and work in a team.
- Experience of managing staff and students, including staff appraisals.
- Have experience of identifying children with SEN and an understanding of liaising with educational bodies and external agencies.
- Essential skills and a good working knowledge of IT.
- Be in sympathy with the beliefs and practices of the Presbyterian Church in Ireland.

DESIRABLE

- BA Hons Degree in Early Childhood studies or degree level teaching qualification.
- Two years' experience leading and supervising members of staff in an Early Years setting with children.
- Have a FIT person assessment within the last three years.
- Experience of ETI (Education and Training Inspectorate) inspections.
- Experience of PSEEP (Pre-School Education Expansion Programme) funding.

Summary of main Terms and Conditions of Service

1. Conditions of service for this post will be determined by High Kirk Community Preschool Management Committee.
2. The post is a permanent contract with a six-month probationary period.
3. The remuneration for the post starts at £15.43 per hour and will be paid monthly retrospectively. The annual salary is based on a period of 43 weeks and 3 days and paid proportionally over 12 months. The salary will be reviewed annually.
4. Working hours: Monday, Tuesday, and Wednesday - 8.30 am until 2.00 pm.
Thursday - 8.30 am until 1.30 pm.
Friday – 8.30 am until 12.30 pm.
5. A sickness pay scheme is in operation.
6. There is a stakeholder pension scheme applicable to your employment.
7. The successful applicant is subject to an Enhanced Disclosure of a Criminal Background under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Application Form: Private and Confidential

High Kirk Community Preschool Leader

Closing date: Monday 29 July 2024 at 12 noon

Date received: _____

Job title: Preschool Leader

Please complete this form in **BLOCK LETTERS** and return it on or before the closing date which was specified on the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.

YOUR NAME AND CONTACT DETAILS

Full Name	
Postal address	
Postcode	
Email address	
Telephone number(s)	

HOW DO YOU MEET THE JOB CRITERIA FOR THIS POST?

Explain how you satisfy the essential and desirable job criteria for this post in the order listed in the personnel specification. There is a section for the essential criteria and a section for the desirable criteria. Answer each one.

Essential Criterion

Desirable Criterion

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YOUR REFERENCES

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

First Referee	Second Referee
Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship to you:	Relationship to you:

SPECIAL REQUIREMENTS

Please inform us about any special arrangements or adjustments which you may need us to put in place for you if we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone the Church Office Tel: 02825 644 834 as soon as possible.

CRIMINAL CONVICTIONS

High Kirk Community Preschool will carry out a AccessNI Enhanced Disclosure check appropriate for the post you are applying for. Checks will only be carried out on candidates to whom we make an offer of employment, and that offer is subject to the criminal records check.

If the post is in an area of regulated activity, you should be aware that it is a criminal offence to apply if you are on the Barred List.

Please confirm that you are eligible to work in regulated activity: Yes/No (delete as appropriate)

If you are eligible but you have other criminal convictions, then it is High Kirk Community Preschool policy to take a risk-based approach leading to a final decision on whether the offer of employment can stand. We will consider issues such as the nature of the offences, their relevance to the post, the pattern of offending and the time elapsed, etc. We may want to discuss this with you before reaching a final decision. Please be aware that although we do not ask candidates to reveal any criminal convictions, you should consider if the convictions have any relevance to any part of the form before signing the declaration below.

DECLARATION

I declare that the information I give here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

Signed: _____

Date: _____

