

# **Bexhill Youth and Community Association**



“bringing the community together”

## **Stepping Stones Playgroup Early Years Assistant**

**Bexhill Youth and Community Association  
Bexhill Youth and Community Centre  
10 Station Road  
Bexhill on Sea  
East Sussex  
TN40 1RE  
01424 215455**

Registered Charity: 1050279

[info@bexhillyouthandcommunitycentre.co.uk](mailto:info@bexhillyouthandcommunitycentre.co.uk)

Company No. 3110033

Thank you for applying for the post at Stepping Stones.

Stepping Stones Playgroup opened in 1987. It is located in the Bexhill Youth and Community Centre, which is close to the town centre and Bexhill railway station. Bexhill Youth and Community Association is a registered charity and has been running the centre and its activities including the early years since 1995

We operate from rooms within the centre and also have use of 2 separate outside areas. The playgroup is open for five days a week, during the school terms and sessions run from 09:00 until 12:00 & 12:00 – 15:00. We care for a maximum of 26 children aged from 2 to 4 years in one session. Most children live in the local area. The group supports children with special educational needs, and children who speak English as an additional language. The majority of our sessions are filled by children accessing the Early Years Education entitlement which all children the term after their third birthday are eligible for and offers 15 hours per week, some children are able to get 30 hours and more information on this can be found at [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

We have a dedicated and committed staff team, 2 whom have NVQ Level 3 Childcare qualifications and the remainder having NVQ Level 2 Childcare qualifications. The team is also supported by the Youth and Community Centre Manager.

During the year we aim to give the children in attendance many exciting opportunities which have included yearly trips, a local football coach attending weekly to deliver sessions, Yoga and many more. We regularly raise money to support the work of the setting but also Bexhill Youth and Community Centre.

Please find enclosed our job application which we ask that you fill in with as much detail, It is very important that you provide us with a clear email address as we like to make further contact via email.

If you require any more information or information on the post please do not hesitate to contact Anne Todd Early Years Manager on 01424 215455 (option 3) or via email [steppingstones@bexhillyouthandcommunitycentre.co.uk](mailto:steppingstones@bexhillyouthandcommunitycentre.co.uk)

The Base afterschool club is also located at the centre and provides before and afterschool childcare for children in primary school. Breakfast is provided in the morning session for 7:30 – 8:30 before the children are then walked to school. Breakfast club is for children from St Peter and St Pauls School only. The afterschool club then collects children from 3 different primary schools and escorts them back to the centre providing them with different activities through the afternoon the session is 3:00pm – 6:00pm.

Yours

Paul White

Centre Manager

# Bexhill Youth and Community Association

## Job Description

**Setting:** Stepping Stones Playgroup

**Job Title:** Early Years Assistant

**Responsible to:** Early Years Manager

**Main purpose of the Job:** To provide a pre-school childcare service, for all children in the settings care between the ages of 2 and primary school age. To help with all activities within a safe and stimulating environment in accordance with the service's policies, the Early Years Foundation stage and the Children's Act 1989.

### Main Duties

- To set up a range of stimulating and exciting activities within the plans decided by the Early Years Manager / Deputy manager (including the moving of equipment). Ensuring correct and safe use of all the equipment during the session and all equipment is safely and correctly stored at the end of each session.
- To contribute to the planning of activities in conjunction with the Early Years Manager and Deputy
- To undertake the following tasks as per the rota each week:
  - Preparation and serving of snack to children.
  - Preparation of craft activities for the children.
  - Facilitating of sports activities.
  - To supervise and interact with children in a variety of activities, ensuring safety at all times.
  - Helping the children with toileting and also nappy changing
- The encouragement of parental involvement and support of the service
- To attend all regular staff meetings
- To provide first aid where necessary including the writing up of any accident or incident records and informing the parents as required.
- To contribute to the development of the services policies, procedures, aims and objectives
- To contribute to the development of the service reaching quality assurance standards
- To undertake any relevant training as deemed necessary
- To ensure that during all aspects of work the main aims of Early Years Foundation Stage and Every Child Matters are thought about and considered
- To promote equal opportunities throughout all aspects of work.
- To undertake any other duties that may be necessary to ensure the smooth running of the service

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication skills.</li> <li>• Ability to use initiative.</li> <li>• Ability to work as a member of a team.</li> <li>• To be able to liaise and work co-operatively with service users, colleagues and other professionals.</li> <li>• Ability to build and maintain positive and respectful relationships.</li> </ul>		Application Form / Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to train to required level</li> <li>• NVQ in Early Years Minimum Level 2 (or equivalent)</li> <li>• Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene</li> </ul>	Application Form/ Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Early Years Foundation Stage</li> </ul>	<ul style="list-style-type: none"> <li>• <i>The Principles of the Children Act 1989.</i></li> <li>• Child care and Development.</li> </ul>	Application Form/ Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children, families and or young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence that the applicant has pursued training, study or activities to widen their knowledge of children care issues.</li> </ul>	Application Form/ Interview

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Openness to new ideas.</li> <li>• ‘Can do’ attitude.</li> <li>• Take personal responsibility for resolving problems positively.</li> <li>• Commitment to developing own standard of practice.</li> <li>• Ability to work within a changing environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to enthusiastically work within constrained resources.</li> <li>• Ability to encourage others.</li> </ul>	Application Form/ Interview
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## **TERMS & CONDITIONS**

The terms and conditions that are specific to this post are provided below.

### **Hours of Work**

22.5 Hours per week (term time only)

### **Rate of Pay**

The rate of pay for this post is from £9.50 per hour. Starting rate of pay is dependent upon your qualifications and previous relevant experience.

### **Contract**

This post is for Tuesday 19th April 2022 – Thursday 21st July 2021. All new employees will be on probation for their first three months working with us, and the post is subject to satisfactory DBS checks.

### **Performance Management**

All employees within BYACA benefit from an annual appraisal process which involves the achievement of operational targets agreed between you and your manager at the beginning of the performance year.

### **Annual Leave Entitlement**

The annual leave year runs from 1 April to 31 March. For part time staff, entitlement is calculated proportionately to the full time equivalent, based on the number of hours you work.

## **FURTHER INFORMATION**

The closing date for this post is Friday 1st April @ **12noon** and completed application forms should be returned to:

**Paul White**  
**Centre Manager**  
**Bexhill Youth and Community Centre**  
**10 Station Road**  
**Bexhill on Sea**  
**East Sussex**  
**TN40 1RE**

Further information about the interview arrangements will be sent to the short listed candidates. Interviews will be scheduled for Monday 11th April and Tuesday 10th April with a start date 19th April 2022 (subject to DBS checks)

*Please bring to your interview: identification (i.e. passport, driving licence) and evidence to show you hold the qualifications required for the post.*

In the interest of economy, only those applicants required to attend interview will be contacted. Therefore, should you not receive a response from us by Monday 4th April 2022 we regret that on this occasion your application has not been successful.

**If you have any queries about the post or would like to discuss any aspects of the job in more detail, please contact Anne Todd, Early Years Manager or Paul White, Centre Manager on 01424 215455**

## Application for Employment

**Ms / Miss / Mrs / Mr** (delete as applicable)

**Surname**

**Forenames**

**Address (in full)**

**Contact telephone No**

**Post Applied for**

### Education and Qualifications Secondary Education

Name of school	Type of qualification gained	Subjects & Grades	Date

### Further Education and Professional Qualifications (including any childcare qualifications)

Name of Establishment	Type of qualification	Subjects & Grades	Date


**Employment History**

**Current or Most Recent Employment**

<b>Start Date</b>	<b>Finish date or notice required</b>	<b>Name of Employer</b>	<b>Address</b>	<b>Position held and brief description of duties</b>

**Other employment**

<b>From</b>	<b>To</b>	<b>Name of Employer</b>	<b>Address</b>	<b>Position Held</b>

**Please include voluntary and paid employment**



**Relevant experience and skills**

**Read the job description and person specification. State clearly how your experience and achievements to date would make you a good candidate for this job. You can use extra sheets if necessary**

### **Supporting Information**

**Please describe clearly why you are interested in this post and provide any further information, specifically where you consider it will aid your application**

**References**

**Please give the names of two references who can comment on your suitability for the post. They must not be relatives and one must be from your present or most recent employer**

**Referee 1**

**Name**

**Occupation**

**Address**

**Telephone Number**

**May we contact this referee now?**

**Referee 2**

**Name**

**Occupation**

**Address**

**Telephone Number**

**May we contact this referee now?**

**Declaration**

**I verify to the best of my knowledge, the information I have provided is accurate**

**Signature**

**Date**

## Monitoring Information

This information is not considered whilst shortlisting and interviewing and this sheet is therefore detached when we receive your application form.

### Equal Opportunities

In accordance with our Equal Opportunities policy, our recruitment process is monitored to ensure that no unfair discrimination is taking place. We would therefore appreciate your help in completing this section

#### I would describe my race or cultural origin as

Bangladeshi  Black African  Black Caribbean  Black Other

Chinese  Indian  Pakistani  White

Other (please specify)

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#### My Gender is

Male

Female

#### My Age is

16 – 24

25 – 40

41 – 55

55+

#### I am registered disabled

Yes

No

Where did you see / hear this position advertised?

Bexhill Youth and Community Association are committed to equal opportunities and therefore will not discriminate on the grounds of: Age, race, ethnicity, nationality, class, religion, culture, gender, language, sexual orientation or disability in any of their employment process.