

JOB VACANCY @LYPPARD HUB

Group leader required for our
Lyppards Little Un's Parent & Toddler group



TUESDAYS 9.00AM – 12.00PM TERM-TIME ONLY

WEDNESDAYS 9.00AM – 12.15PM TERM-TIME & SCHOOL HOLIDAYS

£8.21 PER HOUR

BRIEF DESCRIPTION OF THE POST:

- ❖ Leading a busy group for pre-school children & their parents/carers
- ❖ Planning & preparing activities including making purchases for the group in accordance to company policies.
- ❖ Small amount of administration
- ❖ Setting up & tidying away furniture & equipment
- ❖ Ensuring the group operates safely in accordance with Hub's H & S policy
- ❖ Recruiting & working with volunteer helpers

We wish to recruit someone who is friendly, welcoming, confident and loves working with children and parents in a very busy & exciting environment.

Our ideal candidate would be someone who has previously run a group of this nature or similar. A disclosure & barring check will be required for this post.

Application packs available from reception

Closing date: Monday 11th November 2019

**Interviews will be held on
Thursday 21st November ONLY.**



Lyppard Little Uns group leader vacancy:

Tuesdays: Lyppard's Little Bouncers
9.00am – 12.00pm term-time ONLY

Wednesdays: Make and Messy Play
9.00am – 12.15pm term-time & SCHOOL HOLIDAYS

October 2019

Thank you for your interest in this vacancy, we look forward to receiving your application.

Please complete and return the application form to the Hub **by close of business on Monday 11th November 2019**, please do not apply using a CV, this will not be accepted.

Short-listing will take place after the closing date. If you have not heard from us by Friday 22nd November 2019, please assume you have not been short-listed on this occasion.

Successful applicants will need to be available to attend interviews currently scheduled for Thursday 21st November 2019.

Kind regards

Lauren Cartwright
Hub Manager

Lyppard Hub Application for Employment
POST: Lyppard Little Uns Toddler group leader (Tues/ Wed)

Personal

Surname:

Forenames:

Address:

Date of Birth:

Telephone Numbers: Day:

Evening:

National Insurance Number:

Do you have a CRB or Disclosure & Barring check? Y/N

Email address:

Employment History

Present/Last Employer:

Address:

Position held & type of duties & responsibilities:

Date started:

Dated finished/ reason for leaving:

Please give details of your last 5 years of employment history, beginning with your most recent (continue on a separate sheet of paper if required)

Employer:

Address:

Position held & brief description of duties:

Date started:

Dated finished and reason for leaving:

Qualifications

Please list any qualifications you have:

Please list any relevant training you have attended:

Position applied for:

Please state why you think you would be suitable for this post, advising of any skills, training or previous experience that would help (please continue on a separate sheet if needed):

Do you have any health issues that would impede you moving furniture or equipment?

Please give brief details of any hobbies or sports:
(please continue on a separate sheet if needed):

Have you done any voluntary work? If so, please give details:
(please continue on a separate sheet if needed):

References

Please give names and address of two people we can approach for references (no relatives) At least one should be your more recent employer.
We will not approach any references without your permission.

Name:

Name:

Occupation:

Occupation:

Contact details:

Contact Details:

Relationship to you:

Relationship to you:

Status

Are you currently eligible for employment in the UK? Y/N

Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK:

Have you ever been convicted of a criminal offence? Y/N

If yes, please give details. (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

Please continue to declaration...

Declaration

I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

Signed:

Date:

Please return completed form marked 'Private & Confidential' to Lauren Cartwright, Hub Manager, Lyppard Hub, Ankerage Green, Worcester, WR4 0DZ.

Closing date: 21st November 2019

Lyppard Grange Community Centre Ltd
 Equal opportunities monitoring form

UNIQUE IDENTIFICATION NUMBER: (Office ONLY)

This section of the application form will be detached and used solely for monitoring purposes.

Lyppard Grange Community Centre recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

Date of birth

Gender: Male Female Prefer not to say

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong.

Please indicate your ethnic origin by ticking the appropriate box below.

Arab – Middle Eastern

Arab – North African

Asian or Asian British – Bangladeshi

Asian or Asian British – Indian

Asian or Asian British – Pakistani

Black or Black British – African

Black or Black British – Caribbean

Chinese

Japanese

Latin American

Mixed – White and Asian

Mixed – White and Black African

Mixed – White and Caribbean

Other Asian Background

Other Black background

Other Ethnic background

Other Mixed background

Other White background

If any 'other' category ticked, please specify if you wish:

White - British

White - Irish

Prefer not to say

What is your religion or belief?

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

Other

If any 'other' category ticked, please specify if you wish:

No religion

Prefer not to say

Disability

Definition of Disability – The Equality Act 2010 defines disability as 'A physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.

Do you have a disability as defined in the Equality Act 2010?

Yes

No Prefer not to say

If yes, please state the nature of your disability or long term condition:



Job Description

Post: Toddler Group Leader

Reporting to: Deputy Manager

Job Purpose: To provide a fun, friendly, stimulating and safe group engaging with pre-school children and their carers within Lyppard Hub. All activities taking place must be in accordance with Lyppard Hub policies and meet all H & S regulations.

Responsibilities/Duties

- Provide safe and creative play opportunities for pre-school children
 - Planning and preparing a programme of activities
 - Setting up all furniture required for the group and returning it at the end of the session. This equipment includes the Hub's bouncy castle.
 - Purchasing any provisions needed for the group i.e. fruit/squash etc and any craft materials
 - To welcome all children and carers to the group
 - Assist with helping attendees to get to know one another
 - Complete all administration for the group as required
 - Complete a simple 'cash-up' procedure at the end of each session
 - Keeping all storage areas are kept tidy and safe
 - To ensure any broken or damaged toys are removed from the cupboard immediately
 - Ensuring the room is clean and tidy for future hirers throughout the day
 - Recruit/support and lead volunteers to assist with the running of the group
 - To assist/lead on other days as required (covering holidays/sickness) to ensure continuity of service
 - Attending staff meetings as required
 - Assist in promoting the groups and encouraging new carers/ children to attend
 - To undertake any training as deemed necessary
 - To undertake any other duties as may become necessary to ensure the successful running of Lyppard Hub's toddler group provision
 - Keep the Toddlers Facebook page up to date with group posts via the admin
- This list is not extensive, but gives an overview of the role.

Working week

Tuesdays (Shift: 9.00am - 12.00noon term time only)

Lyppard's Little Bouncers (Session: 10.00am – 11.30am)

Before the session:

- Set up the session with soft play, chairs and inflatable ensuring all equipment is safe
- Ensure you have everything you need to sell drinks and snacks in the kitchen. Currently, the group has a regular volunteer that helps serve during the session. But on occasions they are not available, you will need to make alternative arrangements.
- Welcome and sign parents/carers and children in and take payments

During the session:

- Plan and prepare craft activities for the Wednesday Messy Play session
- Make relevant purchases for both groups

After the session:

- Say goodbye to families
- Assist in the kitchen to clear away
- Clear away the equipment in the main hall including the inflatable

Wednesdays (Shift: 9.00am – 12.15pm term time and school holidays)

Messy Play (Session: 10.00am - 11.15am)

Before the session:

- Set up equipment and messy play trays
- Ensure you have everything you need for the kitchen including drinks and snacks. The group has a regular volunteer that prepares drinks etc for the group but in view they are not available, you will need to make alternative arrangements.
- Welcome and sign parents/carers and children in and take payments

During the session:

- Supervise activities
- Clean up
- Replenish activities
- Prepare the area for drinks and snacks and singing

After the session:

- Say goodbye to families
- Clear all areas of the hall including any messy play trays
- Ensure the hall is swept / mopped ready for the next user group
- Assist in the kitchen to clear away

Please see full job description for further details