

# MANOR WOOD

## 0 — 5 PROVISION

MANOR WOOD PRIMARY SCHOOL, CARR MANOR ROAD LS17 5DJ  
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## RECRUITMENT PACK JAN 2026

EARLY YEARS PRACTITIONER AGE 0-3

FULL TIME — 37 HOURS — 4 DAYS A WEEK 8-6

PART TIME — 27.75 HOURS — 3 DAYS A WEEK 8-6

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## OPENING STATEMENT

Manor Wood 0 – 5 Provision provides high quality childcare from 6 months to 3 years in a thoughtfully designed space with a seamless balance between nurture and learning.

We consider every 'little person' to be beautiful, independent, fascinating and creative individuals with a huge amount to offer the world. It is our promise to parents to provide the highest standards of care and nursery education tailored to children's individual interests and needs.

We draw our inspiration from the childhood centres of Reggio Emilia in Italy. We are also committed to the principles of the Early Years Foundation Stage – this is the national guidance for working with children from birth to five. We give children of all ages the opportunity to develop skills and knowledge across all the areas of learning.

Do you think you have what it takes to join our team?

**Here's what OFSTED said;** *Experienced staff are highly skilled at making learning exciting and motivating children's desire to learn and discover exceptionally well. Their first-rate knowledge of how children learn means they provide a rich, varied and imaginative curriculum. They are highly skilled in using spontaneous opportunities to capture children's interest and promote their curiosity*

## JOB DESCRIPTION: Leeds City Council

### DIRECTORATE

Children's Services

### SECTION

Early Years' Service

**This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

### POST TITLE

Childcare Assistant

### POST REFERENCE NUMBER

### GRADE

A3

### POST(S) TO WHICH DIRECTLY RESPONSIBLE

Centre Manager

### POST(S) FOR WHICH DIRECTLY RESPONSIBLE

None

### PURPOSE OF JOB

To support the provision of a stimulating and effective Early Years Foundation Stage curriculum, which will enhance children's emotional, social, physical and intellectual development. To provide high quality child care that meets the professional inspection standards

### RESPONSIBILITIES

1. To support the team to provide high quality care and education for all children and support for families.
2. To support the team to provide a broad and balanced Early Years Foundation Stage curriculum that will meet the requirements of relevant national and local standards.
3. To follow Individual Education Plans (IEPs) and the Early Support Programme for children with Special Educational needs (SEN)
4. To observe and monitor children's development and contribute to written reports of their progress.
5. To maintain client confidentiality.
6. To help with the preparation of reports that will support the children's transition to school.
7. To report any injury or accident ensuring that health and safety of the individual is maintained.
8. To follow the process for reporting any suspicious or suspected non-accidental injury complying with Departmental Child Protection Procedures in line with Local Safeguarding Children Board Procedures (West Yorkshire Consortium Procedure Manual).

- 9 To assist in offering support to parents and families where necessary.
- 10 To support the team to provide educational visits for children and families, observing Health and Safety policies.
- 11 If necessary, to take responsibility for a group of children during any building evacuation.
- 12 To actively promote and support Leeds City Council and Departmental Policies including these on Equal Opportunities and Health and Safety.
- 13 To undertake other duties commensurate to the post or grade as required by the Department.
- 14 To undertake the accountabilities of the post in accordance with Council policies including the Equal Opportunities and Health and Safety policies.

### **RELATIONSHIPS**

The promotion of positive relationships of trust and care are considered a priority. The post-holder will work as part of a team, and will maintain a close working relationship with other colleagues, parents, children and other agencies in the promotion of good child care.

### **PHYSICAL CONDITIONS**

The post holder will work in the 0 - 5 childcare arm of the school which comprises Foundation Stage Unit, Baby Nest and our 2-year old Nursery.

Leeds City Council operates a non-smoking policy.

There will be regular lifting and handling of children and equipment required.

### **SOCIAL CONDITIONS**

Annual Leave: 26 days minimum (plus 5 days after completion of 5 years)  
continuous service).

Plus 8 statutory holidays

Hours: 37 hours per week, pro rata for part-time employees  
Early and late shifts form part of the normal working pattern.

### **ECONOMIC CONDITIONS**

Grade: A3

Conditions of Service: The school follows the NJC terms and conditions for support staff as per Leeds City Council and it's respective unions.

## PROSPECTS

### Promotion

The post holder is eligible to apply for other posts in Children's Services and throughout the authority. All posts are advertised in the "Vacancies" bulletin, which is available to all staff.

### Training

Leeds City Council is committed to supporting candidates (where funding and service delivery allows) through an integrated programme of learning (an Advanced Apprenticeship) including a qualification at Level 3, a knowledge-based qualification, and literacy and numeracy skills to build the knowledge and skills required for this role.

All staff are expected to maintain a current awareness of professional and service issues and to be responsible for their own development.

Opportunities for further training and development will be made available to all staff.

## QUALIFICATIONS

**No formal qualifications are required to enter into this post. However** Leeds City Council is committed to supporting candidates (where funding and service delivery allows) through an integrated programme of learning (an Advanced Apprenticeship) including a qualification at Level 3, a knowledge-based qualification, and literacy and numeracy skills to build the knowledge and skills required for this role. Those entering this role without a relevant qualification would be expected to undertake this programme wherever funding and serviced delivery allows.

**EMPLOYEE SPECIFICATION:**

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des	MO A
Able to communicate with a wide range of people individually, in groups and at all appropriate levels.	*		A/I
Able to motivate children and sustain their interest in play activities	*		A/I
Able to work as part of a team.	*		A/I
Able to contribute to the preparation of written plans to support children's learning and wellbeing	*		A/I
Able to offer support to children through positive role modelling.	*		A/I
Able to work in positive partnership with parents and carers.	*		A/I
Able to develop a sensitive approach to the care of families in a multi-cultural environment	*		A/I

KNOWLEDGE	Ess	Des	MO A
Current knowledge of practices to safeguard children		*	A/I
Understanding of responsibility in the protection of children and promotion of their well-being.	*		
Understanding of the role a childcare provision plays in a local community		*	

EXPERIENCE	Ess	Des	M O A
Experience of team work		*	A/I
Experience of working in a nursery, Children's Centre or similar environment		*	A/I
Experience of working in partnership with parents and carers		*	A/I
Experience of planning and organising play experiences for small groups of children.		*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MO A
Willing to abide by all Leeds City Council Policies and related procedures in the duties of the post, and as an employee of the Council, including the Council's Equal Opportunities Policy Health and Safety Policies	*		A/I
Commitment to take and accept instructions.	*		A/I
Commitment to client confidentiality	*		A/I

METHOD OF ASSESSMENT(MOA)	A	=	Application
	T	=	Test
	I	=	Interview
	C	=	Certificate