



Application pack

Early Education and Childcare

Little Peeple Nursery

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1. Summary of main terms and conditions of employment

1. Hours: Up to 37 hours per week either term time only (39 weeks a year) or working across the whole year (the nursery is open for 48 weeks). More details on working hours available on request.
2. Location: you will be based at the Little Peeple Nursery on the Oxford Academy Campus in Littlemore.
3. Probationary period: 6 months
4. Whole year employees get 6 weeks paid holiday per annum of which 4 weeks is to be taken at times when the nursery is closed. Term time only employees are paid 5 weeks holiday pay in addition to their 39 weeks worked a year and may not normally take leave during term times.
5. Salary according to experience and qualifications – details available on request
6. Full on the job training
7. People's chosen pension provider is 'The People's Pension'. Auto-enrolment rules apply. Further details available on request.
8. All Peeple jobs are offered subject to a satisfactory enhanced Disclosure and Barring Service check. This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.
9. We will need to see original copies of relevant qualifications and proof of your eligibility to work in the UK.

People – supporting parents and children to learn together

2. How to apply – guidance on completing your application

The Job Description sets out the main expectations of the post holder. The Person Specification provides details of the essential and desirable experience, knowledge, skills and qualifications for the post. It is important that you address both these documents in your application, giving relevant examples from your experience.

Please complete all pages of the application form as thoroughly as possible giving full details of your work history. All employment and also periods when not working should be covered. CVs will not be accepted. Forms should be completed electronically if at all possible; if you are unable to download an application form from our website, please request one via email.

Please e-mail your completed application form to jobs@peeple.org.uk. The equal opportunities form should be emailed in a separate email with “EO form” in the subject line as it will be separated out on receipt and not viewed by the selection panel. Alternatively, you may post your completed forms to: The Peeple Centre, PO Box 1404, Oxford OX4 6XW.

Application forms can be downloaded from the Peeple website: www.peeple.org.uk/jobs

3. Little Peeple Nursery (Littlemore)

Little Peeple Nursery opened in October 2018. There is a baby and one year old room catering for up to 12 babies and toddlers at any time and a separate room for up to 2, 3 and 4 year olds which may also be sub-divided into 2's and 3-4's respectively (maximum 32 children).

We provide funded places for 2, 3 and 4 year olds including the 30 hours extended hours offer for working parents and wrap-around hours for those parents who want longer sessions.

The nursery opening hours are currently 8 am to 5.30 pm with pre-school sessions taking place from 8.30 to 11.30 and 12.30 to 3.30 in school term times. The Nursery is open in school holidays to cater for the needs of working parents (48 weeks a year).

The Nursery is based on the campus of The Oxford Academy and staff access is via Northfield Close.

We employ a mix of term time only staff and staff who work throughout the year.

Little Peeple Nursery staff are part of the wider staff team at Peeple and take part in whole staff team meetings, training and social events.

4. Information about Peeple

Peeple is a charity which was set up in Oxford in 1995 as ‘Peers Early Education Partnership’. Now re-named ‘Peeple’, it has grown from a local intervention in south-east Oxford to a national organisation offering training and accreditation to early years practitioners around the UK, to support their work with parents/carers around their children’s learning and development. In addition, we continue to deliver services for families in Oxfordshire and to develop innovative interventions using our evidence-based Peep Learning Together Programme.

Peep offers an effective way of helping:

- parents and carers to improve their children's life chances by making the most of everyday learning opportunities at home – listening, talking, playing, singing and sharing books and stories together
- babies and children to make the most of their opportunities by becoming confident communicators and active learners, ready for school
- practitioners to enhance and develop their work with parents and young children, through accredited training and resources to deliver the evidence-based Peep Learning Together programme
- parents and carers to recognise and build on their own learning potential and achievements.

Peep in Oxfordshire

In Oxfordshire we are funded by grants from charitable trusts and service level agreements with local and national government to work directly with families. Our grant funding has allowed us to develop more innovative projects which we pilot in the area, for example our antenatal programme to support early attachment.

We have also developed our own Peep National Open College Network accredited programme for parents called the “Peep Progression Pathway” which is offered both locally in Oxford and by other Peep Practitioners across the UK.

Peep staff

Peep employs about 30 staff with a mix of full time and part time positions. The main office is situated on the edge of The Oxford Academy campus in Littlemore, Oxford.

Peep Learning Ltd

Peep training, accreditation and resources – the Peep Learning Together Programme folder, songbooks/CDs and Peep the Parrot story books – are sold via our subsidiary company, Peep Learning Ltd which is a social enterprise. We train over 900 practitioners each year. Our trainers have Peep programme delivery experience.

City and Guilds accreditation

We encourage all delegates who attend Peep Learning Together Programme training to complete C&G accreditation – the information is covered during the training course. The course is a level 3 City & Guilds accreditation unit, called *Engage parents in their children's early learning*. This gives practitioners 3 credits towards the 3599 Work with Parents award.

Peep in Scotland

Peep has funding from the Scottish government for two development workers to extend Peep in Scotland, building on the significant number of organisations already trained in and using the Peep Learning Together Programme in Scotland. Our Scottish office has been open since 2013.

Peep website

Further details about Peep programmes and training can be found on the Peep website: www.peep.org.uk

5. People policy documents

- 5.1. Safer Recruitment Guiding Principles in Peeple
- 5.2. Policy Statement on the Recruitment of Ex-Offenders
- 5.3. Equal Opportunities and Diversity Policy

5.1 Safer Recruitment Guiding Principles in Peeple

Everyone within Peeple has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

We are committed to robust recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment.

We believe that safer recruitment contributes to a safer workforce and we will ensure that any emerging post or vacancy is considered with the welfare of the children and young people we provide a service for.

We will ensure that the duties expected of the post and the required qualities of the post holder reflect our commitment to promoting and safeguarding the welfare of children and young people and are in keeping with good employee relations practice.

We will make clear our commitment in all documentation relating to the recruitment process, including advertising, candidate information and application forms.

We will ensure that our application form also enables us to gather information about suitability at an early stage by asking specific and direct questions.

We will scrutinise all applications and undertake all relevant checks relating to suitability, character, qualification, skills and identity.

We will not accept:

- CVs (unless specified)
- Open references or testimonials

We will take up references prior to interview and will follow up any vague or ambiguous statements. We will ensure that face to face interviews are held even where there is only one candidate and that all interview panels have members trained in safer recruitment practice.

We are committed to the provision of appropriate guidance about safe working practice, boundaries and propriety to all staff appointed within the organisation.

(from Oxfordshire Safeguarding Children Board Model policy on safer recruitment and selection 2011)

5.2 People Policy Statement on the Recruitment of Ex-Offenders

1. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, People complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of Disclosure on the basis of conviction or other information revealed.
2. People is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, and responsibilities for dependants, age, physical/mental disability or offending background.
3. People has a written policy on the recruitment of ex-offenders, which can be made available to all Disclosure applicants at the outset of the recruitment process.
4. People actively promotes equality of opportunity for all the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. People selects all candidates for interview based on their skills, qualifications and experience.
5. 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.
6. Where a Disclosure is to form part of the recruitment process, we encourage all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within People and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
7. Unless that nature of the position allows People to ask questions about your entire criminal records we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.
8. We ensure that all those in People who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
9. At interview, or in a separate discussion, we ensure 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.
10. We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
11. We undertake 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 a person from being employed or working for the organisation. This will depend on the nature of the position and the circumstances and background of your offences.

5.3 People Equal Opportunities and Diversity Policy

1. Statement of principles

In People we value the diversity of backgrounds and cultures within our community. We respect the variety of ways in which parents and carers support children's learning. People aims to promote equality in the provision of our services and as an employer, and to develop practices which remove barriers to participation and promote social inclusion. We will collect and manage relevant information to enable us to do so in line with the aims of the charity, in accordance with privacy and any other relevant legislation. We recognise that groups and individuals within society face direct and indirect discrimination, which limit choices and options. We are committed to challenging discrimination and stereotyping (often about gender, race, disability, sexual orientation, class, religion and age) in all aspects of our work. People aims to be an equal opportunities employer, offering a supportive working environment where staff respect each other.

2. Aims

People aims to:

- avoid and challenge discrimination in a constructive way in all aspects of our work. This will include associative discrimination, perceptible discrimination, indirect discrimination, harassment and victimisation
- promote equality in the provision of our services and in our employment practices
- develop practices and promote initiatives which remove barriers to participation and actively support equality and social inclusion
- make training and qualification activities accessible to all learners by supporting external body guidance and working with learners
- ensure that our employment practices do not discriminate against employees or potential employees on any of the above grounds except where this can be objectively justified by the needs of the job, on the grounds of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation

To promote equality of opportunity, People managers will ensure that:

- A clear structure exists within which the implementation of the above aims can be discussed and reviewed
- All staff are aware of and committed to upholding the equal opportunities and diversity policy
- Relevant information and updates on equality and diversity working practices are disseminated throughout the organisation on a regular basis