



ASHRIDGE DAY NURSERY

your child's home from home

Staff Application Pack

**thank you for applying for a position
within our nursery**

A little bit about us.

Ashridge Day Nursery Latimer opened it's doors in December 2018, it is based on a working farm on the outskirts of Chesham.

Ashridge Day Nursery Aston Clinton opened its doors in September 2019 in the grounds of Green Park estate.

We have a strong emphasis on outdoor play and learning, we feel it is important for children to have opportunities to explore the awe and wonder the outdoor environment has to offer.

Our management team prides itself on offering support and guidance to all staff. We are passionate about providing opportunities for development and offering progression within the company. You will have full support from the management team should you want to further your career.



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Recruitment process:

- 1.Successful applicants to complete application form
- 2.Interview is offered once application form has been reviewed
- 3.Reference obtained (if available at this point)
- 4.Position offered if scores highly on interview criteria
- 5.Reference of current employer contacted prior to first day
- 6.DBS applied for prior to first day
- 7.Contract signed once D.BS has cleared
- 8.Training on noodle can be completed prior to first day
- 9.Induction started on first day
- 10.Weekly and monthly meetings occur during induction process, more frequent dependent on the individual
- 11.Probation period passed/extended/employment ceased if not suitable candidate

Supervisions and appraisals support their ongoing employment



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SAFEGUARDING STATEMENT

At **Ashridge Day Nursery**, we work with children, parents, external agencies and the community to ensure the welfare and safety of children and to give them the very best start in life. Children have the right to be treated with respect, be helped to thrive and to be safe from any abuse in whatever form.

We support the children within our care, protect them from maltreatment and have robust procedures in place to prevent the impairment of children's health and development. In our setting, we strive to protect children from the risk of radicalisation and we promote acceptance and tolerance of other beliefs and cultures (please refer to our inclusion and equality policy for further information). Safeguarding is a much wider subject than the elements covered within this single policy, therefore this document should be used in conjunction with the nursery's other policies and procedures.



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Children's rooms

Latimer:

Ducklings: birth -
approx. 18 months

Lambs: 18 months -
approx. 27 months

Piglets: 28 months -
approx. 36 months

Roosters: Broadly 36
months - 5 years

Aston Clinton:

Buttercups: Broadly
birth - 12 months

Daisies: Broadly 12
months - 24 months

Poppies: Broadly 24
months - 36 months

Sunflowers: Broadly 36
months - 5 years

Uniform

You will receive logo polo shirts, name badge and a hoody to be worn with black trousers. We are a no shoe nursery, you can wear indoor shoes if you prefer. A rain coat and wellies are essential as we explore our beautiful surroundings in all weathers.



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Rota

We are open 7.30am to 6.30pm. You will receive a weekly rota of your shifts which may include overtime to ensure we have enough staff in. Your hours and lunch allowance will be highlighted in your contract.

If you wish to request certain shifts you can add your requests to the nursery diary.

Training

You will be given a 'Noodle Now' log in and a list of courses that you will be expected to complete. You will also be booked on to a First Aid course at the earliest possible convenience. Any further training requests can be discussed with your manager.

Holidays

Your holiday entitlement will be in your contract. Bank holidays and the week between Christmas and New Year when we are closed, are deducted from your overall entitlement.

Key person (if applicable to role)

You will need to understand the key person approach.

Have understanding of the EYFS and development matters framework to support this part of your role.

"Providers must ensure that staff have sufficient understanding and use of English to ensure the well-being of children in their care." This statement is taken from the EYFS statutory framework 2017.



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Lunch time

We have a staff room for lunch breaks or feel free to eat outside. We have a fridge in the staff room and the use of a kettle, microwave and tea and coffee in the kitchen. Your lunch break is 45 minutes unless otherwise stated in your contract.

Smoking

Smoking in the nursery building or on the nursery land is not permitted. If you want to smoke at lunchtime you will be shown where you can go and we ask that you cover you uniform.

Code of conduct:

SUMMARY

It is important that staff understand the Nursery's policies, procedures and protocols. To enable staff to practice you must be appropriately trained and work in partnership with others. Staff must maintain client confidentiality, and act accordingly with communications. Staff have a duty of care to all parties associated with the Nursery. Failure to comply with this code of conduct may lead to disciplinary action. The Nursery will act with integrity, sensitivity and in a manner that will be deemed as reasonable in all its dealings with staff. The Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment. We thank you for your co-operation and welcome any feedback from staff that will help us improve this code of conduct.



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Mobile phones

Mobile phones are not to be used in the nursery rooms. They should be left in your bag in the staff room and checked at lunchtime only.

Staff Whatsapp group

We have a staff whatsapp group, to keep in touch as a team.

Meetings

We hold staff meetings once every 4-6 weeks. They will take place at 6.30pm and last for 1-1½ hrs. You will be paid overtime for meetings.

Eylog

You will be shown how to use a system called Eylog that we use to record observations, track children's development, daily diaries and record accident and medicine forms. You will have the use of a tablet and be given a PIN to use Eylog.

**If you have any questions please do not
hesitate to ask**

**We wish you luck during the application
process.**