Job Application Pathway

1. Applicants are given a Job Description and an Application Form- these should be read and completed thoroughly.
2. References will be taken- Referees should aware you’re applying for work and are happy to complete one of our forms for you- referees should not be family or friends, one must be from your most recent employment and they must be in a position to comment on any disciplinary or safeguarding procedures that you may have been involved with.
3. We invite successful applicants to an interview at our office at 866 Christchurch Road. You do not need to dress formally, but please bring with you two forms of ID and two proof of current address (bank statements or utility bills- we do not accept mobile phone bills) and any certificates you have which you feel may enhance your prospects.
4. Should the interviewer feel that the job may be suitable for you, you’ll be invited to attend a Work Visit, usually at our site in Winton Primary. You are expected to prepare an activity to do with the children but you are not expected to spend any money- we have most art resources but also just playing a game with them is always popular. The Work Visit is your chance to ask the team onsite what it’s like to work for us. They’ll be there to help and support you and they will have to complete a form about how well you did- they’ll particularly be looking at your interaction with the children. It is our policy that staff do not touch children at all, so please be aware that holding hands or getting them to sit on your knee is a strict no-no! Playing and talking are the best ways to engage.
5. Your interview and work visit is documented and reviewed independently alongside the other applicants.
6. We will contact you either way to let you know whether you have been successful.
7. Should you be successful, you will be required to complete a DBS application and attend a sign up appointment where you’ll be given a Training Manual, Handbook and other required documentation. These all need reading before you start work and you won’t be able to start until your DBS has cleared.