

High Kirk Community Preschool



Position: Preschool Deputy Leader – Permanent contract.

Thank you for your interest in the above position.

Please find include an information pack containing the following information:

- Advertisement
- Job description
- Person specification
- Summary of main terms and conditions
- Application form.

Read all the information about the job (the covering letter, advertisement, job description, person specification). It is important that you provide sufficient information on the application form to demonstrate how you meet the essential and desirable criteria. We will assess your application against the Personal Specification.

Completed application forms should be marked **Private and Confidential** and sent to:

High Kirk Church Office
65-71 Thomas Street
Ballymena
BT43 6AZ

Closing Date: 12 noon on Friday 23 May 2025

Applications received after the time and date will not be considered.

Shortlisted candidates will be contacted by email or letter.

Yours faithfully,

Ruth Millar (Chairperson Preschool Management Committee)

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

Advertisement

Applications are invited for the post of **Preschool Deputy Leader**

Essential criteria include QCF Level 5 or equivalent and 2 year's minimum paid experience in an Early Years setting or Foundation stage

Hours: 25.5 per week

Rate of pay: starting at £14.13 per hour (subject to qualifications).

For a job description and application form please contact:

High Kirk Presbyterian Church Office
65-71 Thomas Street
Ballymena
BT43 6AZ

Or email office@highkirk.org.uk

CLOSING DATE: **Friday 23 May 2025** at 12 noon.

Interviews will be held on week beginning 2 June 2025.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Job Description

Job title:	Preschool Leader
Responsible to:	Preschool Management Committee
Hourly rate:	From £14.13 – subject to qualifications
Hours per week:	25.5
Full time:	Permanent
Proposed start date:	As soon as possible

High Kirk Community Preschool, an integral part of High Kirk Presbyterian Church, is committed to delivering excellent outcomes for children by providing a quality learning environment for the preschool child. We pride ourselves on running a setting where children are happy, safe, and able to reach their potential. The inclusive, caring ethos in which each child is valued builds the children's confidence and contributes to their wellbeing and positive attitudes towards learning. Our staff team is the most important resource we have, and we want staff who are child centred and are willing to go the extra mile to ensure our children fulfil their potential.

Job Purpose

The Deputy Preschool Leader will support the Preschool Leader in the running of the Preschool to ensure safe, stimulating play in a safe, caring, and welcoming environment for children and their families in line with DHSSPS Minimum Standards for Childminding and Day Care for Children Under Age 12, the Children (Northern Ireland) Order 1995 and the United Nations Convention on the Rights of the Child.

Responsibilities

- To take full responsibility for all aspect of the operation of the Preschool, including the role of designated Child Protection Officer, in the absence of the Preschool Leader.
- To ensure that all required standards, ratios and conditions of registrations are maintained at all times within the centre, in conjunction with the Leader.
- To ensure the high standards of safety, security, hygiene, cleanliness and tidiness are maintained at all times and that the building and resources are treated with respect by children and staff.
- To offer appropriate support to children with special and additional needs.
- To liaise with the Local authority and other professional bodies associated with the Preschool including networking with outside agencies and funding bodies.
- To work in partnership with parents/carers and families; as this work is highly valued, the Deputy Preschool Leader must be approachable, friendly and able to communicate effectively at all times.
- To work alongside Early Year Specialist and assist the Leader with implementing recommendations made.

- To work alongside the Leader and Staff Team to ensure that the ethos behind the Preschool is fulfilled.
- To demonstrate effective time and resource management to meet the planned needs of children.
- To undertake work which requires normal physical effort -this will involve lifting and handling of play equipment and other resources and being involved in practical activities and the physical care of young children.
- To attend meetings and training outside normal Preschool hours.
- To work alongside the Leader to monitor and manage the performance of all staff within the Preschool.
- To ensure that all staff comply with all policies and procedures and with regulatory and statutory requirements.
- To direct and support staff and facilitate appropriate training to ensure they are suitably skilled and equipped.
- To provide leadership and support to staff and ensure personal development through the Appraisal Process.
- To develop and maintain effective staff relations including the health and safety of employees.
- To be responsible for the supervision of students identifying their learning needs and advise key staff of these.
- To assist with the organisation of regular staff meetings and appropriate training sessions, to ensure staff are kept up to date with the Preschool policies and procedures and Health and Social Care Trust requirements.
- To carry out regular observations and assess each child's needs within the Preschool as directed by the Preschool Leader.
- To attend and participate in all staff meetings and assist in curriculum planning.
- Keep strictly confidential any personal information regarding the children, their families or other staff which has been gained as part of the job. Such information must not be passed on unless it is in the interest of a child.

The list of responsibilities above is not exhaustive and the Deputy Preschool Leader may be expected to take on other reasonable duties as assigned by the Preschool Leader.

PRESCHOOL LEADER PERSON SPECIFICATION

ESSENTIAL CRITERIA

- A qualification at QCF Level 5 in Child Care Learning and Development or Playwork; or a relevant occupational qualification in Early Years Education or teaching qualification.
- Minimum of two years paid experience working with children in either Preschool or Foundation Stage.
- Sound working knowledge of DHSSPS minimum standards for Childminding and Daycare for children under 12, knowledge of child development including age-appropriate areas of learning.
- Knowledge and understanding of NI Preschool Curriculum Guidelines.
- Experience of developing long, medium and short-term planning for an early year setting.
- Be able to demonstrate an understanding of developing policies and procedures.
- Good understanding of child protection issues.
- Experience of observations and planning.
- Ability to lead and work in a team.
- Experience of managing staff and students, including staff appraisals.
- Have experience of identifying children with SEN and an understanding of liaising with educational bodies and external agencies.
- Essential skills and a good working knowledge of IT.
- Be in sympathy with the beliefs and practices of the Presbyterian Church in Ireland.

DESIRABLE

- BA Hons Degree in Early Childhood studies or degree level teaching qualification.
- Two years' experience leading and supervising members of staff in an Early Years setting with children.
- Have a FIT person assessment within the last three years.
- Experience of ETI (Education and Training Inspectorate) inspections.
- Experience of PSEEP (Pre-School Education Expansion Programme) funding.

Summary of Main Terms and Conditions of Service

1. Conditions of service for this post will be determined by High Kirk Community Preschool Management Committee.
2. The post is a permanent contract with a six-month probationary period.
3. The remuneration for the post starts at £14.13 per hour and will be paid monthly retrospectively. The annual salary is based on a period of 43 weeks and 3 days and paid proportionally over 12 months. The salary will be reviewed annually.
4. Working hours: Monday, Tuesday, and Wednesday - 8.30 am until 2.00 pm.
Thursday - 8.30 am until 1.30 pm.
Friday – 8.30 am until 12.30 pm.
5. A sickness pay scheme is in operation.
6. There is a stakeholder pension scheme applicable to your employment.
7. The successful applicant is subject to an Enhanced Disclosure of a Criminal Background under the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Application Form: Private and Confidential

High Kirk Community Preschool Deputy Leader

Closing date: Friday 23 May 2025 at 12 noon

Date received: _____

Job title: Preschool Deputy Leader

Please complete this form in **BLOCK LETTERS** and return it on or before the closing date which was specified in the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.

YOUR NAME AND CONTACT DETAILS

Full Name	
Postal address	
Postcode	
Email address	
Telephone number(s)	

YOUR QUALIFICATIONS

[illegible]

YOUR MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Grade of membership

YOUR EMPLOYMENT HISTORY

List your previous employers in reverse order, starting with your current or last employer.

[illegible]

HOW DO YOU MEET THE JOB CRITERIA FOR THIS POST?

Explain how you satisfy the essential and desirable job criteria for this post in the order listed in the personnel specification. There is a section for the essential criteria and a section for the desirable criteria. Answer each one.

Essential Criterion

Desirable Criterion

YOUR REFERENCES

List the names and contact details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

First Referee	Second Referee
Name:	Name:
Address:	Address:
Email:	Email:
Telephone:	Telephone:
Relationship to you:	Relationship to you:

SPECIAL REQUIREMENTS

Please inform us about any special arrangements or adjustments which you may need us to put in place for you if we invite you to an interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone the Church Office Tel: 02825 644 834 as soon as possible.

CRIMINAL CONVICTIONS

High Kirk Community Preschool will carry out an AccessNI Enhanced Disclosure check appropriate for the post you are applying for. Checks will only be carried out on candidates to whom we make an offer of employment, and that offer is subject to the criminal records check.

If the post is in an area of regulated activity, you should be aware that it is a criminal offence to apply if you are on the Barred List.

Please confirm that you are eligible to work in regulated activity: Yes/No (delete as appropriate)

If you are eligible but you have other criminal convictions, then it is High Kirk Community Preschool policy to take a risk-based approach leading to a final decision on whether the offer of employment can stand. We will consider issues such as the nature of the offences, their relevance to the post, the pattern of offending and the time elapsed, etc. We may want to discuss this with you before reaching a final decision. Please be aware that although we do not ask candidates to reveal any criminal convictions, you should consider if the convictions have any relevance to any part of the form before signing the declaration below.

DECLARATION

I declare that the information I give here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

Signed: _____

Date: _____

