

RECRUITMENT PACK



OPERATIONS SUPPORT
OFFICER
CLEATOR MOOR

EARLY YEARS PRACTITIONER
VARIOUS CONTRACTS, BANK AND LOCATIONS

EARLY YEARS SETTING
MANAGER
CLEATOR MOOR

WE INVITE YOU TO JOIN OUR SUPPORTIVE TEAM

Provide professional leadership and management of the Early Years setting, managing the setting day-to-day and ensure the delivery of high standards of care and education in accordance with Howgill's policies and procedures and Ofsted requirements.



Howgill Family Centre is a registered Charity with a national reputation for innovative practice in its work with families and children. We have been operating in the Communities of Whitehaven and the surrounding areas of Cumberland for 40 years. The very essence of Howgill Family Centre is to create opportunities for children and families. We work to build healthier, safer communities where children, young people and families are valued, respected, and encouraged to achieve their potential. Our specialism is providing the best level of care and education for every child who comes through our door within each of our nursery settings, based in Cleator Moor, Kells, and Whitehaven.

In addition to our nurseries, we offer a range of Community outreach services; wellbeing evidence-based therapeutic work across many schools, empowering parents to gain knowledge in an enhanced baby- parent bond and providing essential baby equipment to families who are struggling with practical and financial challenges of looking after a new baby.

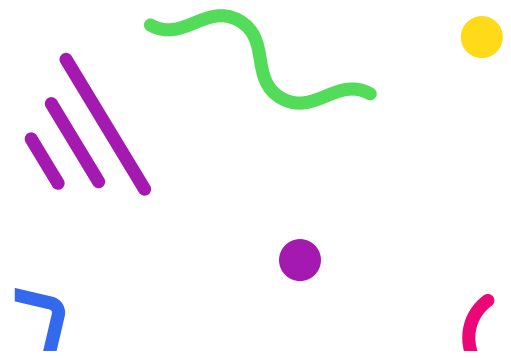


WHY JOIN US?

- From day one, you'll be supported by our tailored induction, and you'll be given every opportunity to grow and develop in your career with guidance
- Offering development and progression opportunities
- Staff discount on Howgill childcare
- Generous holiday of 25 days , 3 days at Christmas and bank holidays (pro rata for part time employees)
- Our holidays even extend to 30 days when you are with us over 5 years.
- Free Paediatric First Aid Training (If applicable to job role)
- Free uniform (If applicable to job role)
- Free DBS check



PARENT-INFANT RELATIONSHIP PRACTITIONER



**GOOD ENOUGH START ,MILLOM,
FIXED TERM TO 31ST MARCH 2026, 20 HOURS
£13.10 PER HOUR**

JOB SUMMARY

'During the earliest years of life, from conception, we start to understand the world in which we live. How to manage our emotions, build relationships with the people around us, believe in ourselves, develop resilience against adversity and have trust in others. Providing support to every baby during the first five years can have a life-changing impact on the youngest people in our community.'

(Centre for Early Childhood: Shaping Us)

Good Enough Start is seeking a Parent-Infant Relationship to deliver a programme of activities in Millom and the surrounding area.

The role requires someone eager to support their community, in particular, infant and parent emotional well-being. You will share the latest thinking around parent-infant relationship development and model positive behaviours that enhance and strengthen the parent-infant attachment bond.

You will contribute to ensuring the smooth delivery of the service, planning and operating a fun, interactive, creative and informative group activity programme that includes brain-based learning and age-appropriate activities. Good Enough Start plans to expand our offer (i.e. learning outdoors, post-natal fitness, art, early literacy, numeracy activities) so your ideas will be welcomed into the discussion, decision-making and planning process.

Good Enough Start is committed to understanding the impact we are making. You will have the opportunity to contribute to evaluation and data collection to enhance the service in real-time as well as understand the difference we are making over the longer term. You will share parent-infant relationship-focused information to empower parents so that they can continue activities at home. You will collaborate effectively within the team and with other family service professionals as required.

We have identified a range of essential training and development opportunities for staff which you will be expected to fully commit to. We offer established access to robust specialist clinical supervision and training and are currently engaged in developing, regular interface meetings and co-facilitated activities.



01946 817 900



www.howgill-centre.co.uk



marcelyn.southam@howgill-centre.co.uk

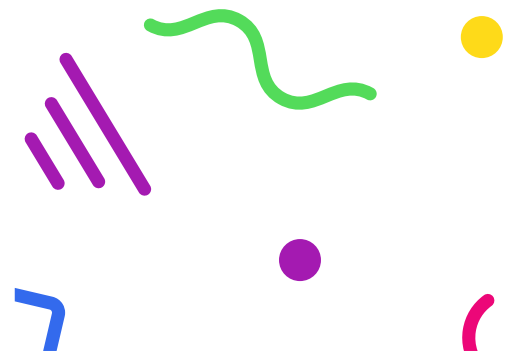


@howgillfc



@howgill family centre

PARENT-INFANT RELATIONSHIP PRACTITIONER



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'We are looking for an inclusive, compassionate, solution-focused team player who is committed to building high-quality relationships with all the people you work with. Someone resourceful, comfortable delivering group activities and able to professionally process sometimes challenging information or situations.

GOOD ENOUGH START

Good Enough Start is at the forefront of community-based, parent-infant relationship services in Cumberland. With the national conversation increasingly focussed on infant mental health this is a hugely exciting time to be working in this service.

Good Enough Start is a universal (open to all families in Millom) preventative (supporting secure attachment), parent-infant relationship service. We operate a 1:1 home contact and group activity programme, as well as focussed 1:1 support as required. Universal contact meetings include time to share infant emotional well-being development information, to hear parents' own childhood experiences and parenting aspirations, and to understand when any aspect of life might place the parent-infant relationship at risk. For any main caregiver experiencing multiple risks, they are offered targeted, bespoke 1:1 parent-infant relationship intervention in the home to minimise any long-term risk to the parent-infant relationship.

We pride ourselves on being a welcoming, skillful, friendly, and supportive team. In addition to essential training, and development opportunities, we are committed to providing a Good Enough Start environment where our staff can thrive.

Why work for us? We have challenges as a new, groundbreaking third-sector service, but we have ambitious aspirations and are pushing ahead with exciting transformation work and we need self-assured, dedicated and determined individuals to support us on our journey. We have a supportive strategic team (Howgill Family Centre CEO and Chair of Trustees and Good Enough Start Chair) who will ensure you are truly cared for and cared about.



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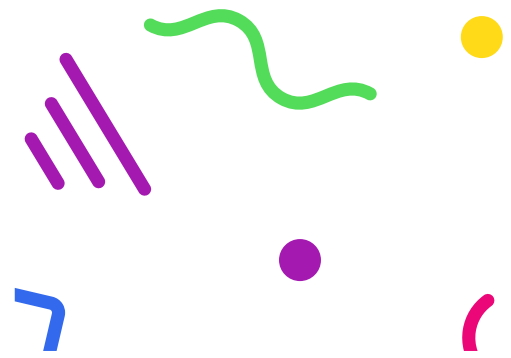


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PARENT-INFANT RELATIONSHIP PRACTITIONER



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GOOD ENOUGH START

Read more about Good Enough Start and the Parent-Infant Relationship here:

www.goodenoughstart.org Instagram @goodenoughstart

www.royalfoundation.com/early-childhood

<https://shapingus.centreforearlychildhood.org/>

<https://www.nhs.uk/start-for-life/baby/>

www.parentinfantfoundation.org.uk

<https://www.brazelton.co.uk/>

<https://www.bbc.co.uk/tiny-happy-people>

MAIN DUTIES OF THE JOB

Self-management

- Ongoing active self-management (engaging in reflection and supervision)
- Ongoing active self-motivation (management of work schedule and priorities)
- Ongoing completion of training in attachment-based interventions, 'GroBrain®', strength-based coaching, trauma-informed practice and safeguarding as appropriate
- Role model the ethos, values and behaviours of the service

Collaboration

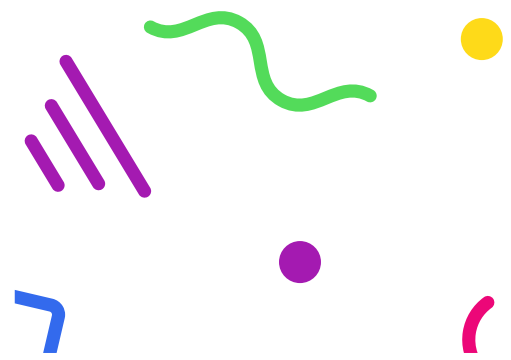
- Build effective professional relationships with everyone you meet
- Collaborate effectively within the team and with other family service professionals as required

Service delivery

- Champion the Good Enough Start service widely
- Be the 'voice' for the baby
- Share knowledge of recent research surrounding the parent-infant relationship strength-based support and secure attachment benefits
- Plan and deliver the universal group activity programme to include attachment, brain-based learning and age-appropriate activities



PARENT–INFANT RELATIONSHIP PRACTITIONER



GOOD ENOUGH START ,MILLOM,
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- Model and coach positive behaviours in response to meeting an infant's needs
- Engage fully in regular team supervision and specialist clinical supervision
- Employ trauma-informed, strength-based coaching interventions and safeguarding practices

IMPACT

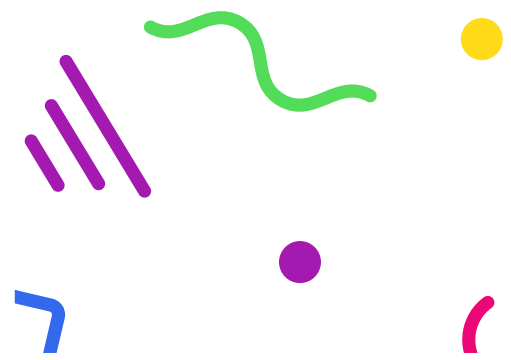
- Contribute to ideas for data collection within service delivery**
- Use insights to contribute to decision-making and ongoing service design and delivery
- Contribute to data analysis to understand the difference the service is making
- Share insights widely

*The term 'parent' refers to all main caregivers.

*All data requests to be held in line with GDPR requirements



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PARENT-INFANT RELATIONSHIP PRACTITIONER

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Level 3 or above in Health, Mental Health, Education, Social Care or demonstrable experience of transferable workplace skills and a commitment to continued learning and professional development 	<ul style="list-style-type: none"> Experience in creative arts or planning and delivering group activities in or outside workplace. Evidence of additional professional background, learning and/or qualification, or transferable experience Ongoing relevant professional development
Skills required	<ul style="list-style-type: none"> Self-management and motivation Build effective relationships Collaborate across boundaries 	<ul style="list-style-type: none"> Facilitation (e.g. person centred support and/or group based interventions) Working with data (numbers and stories) to generate insights
Values	<ul style="list-style-type: none"> Compassion Inclusion (valuing difference) Ambition Innovation 	<ul style="list-style-type: none"> Curious, eager to learn and find solutions to any difficulty
Knowledge	<ul style="list-style-type: none"> An excellent working knowledge of Microsoft Office products e.g. Word, Excel and PowerPoint 	<ul style="list-style-type: none"> Knowledge of parent and infant relationship and attachment theory Safeguarding Trauma-informed approaches

PARENT–INFANT RELATIONSHIP PRACTITIONER

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Relevant Experience	<p>Demonstrable experience of:</p> <ul style="list-style-type: none"> • Working independently on your own initiative • Contributing as part of a team/wider teams • Finding solutions • Perseverance to achieve goals despite setbacks 	<ul style="list-style-type: none"> • Experience in supporting or caring for others • Ideally, have a minimum of 2 years experience working with families or early years (education, health or family services sectors), although applicants who fulfil the above values will also be considered. • Influencing without authority • Creativity and positivity to deliver varied group activities to promote baby development and bonding. • Experience of singing, play, and facilitating activities
Other	<ul style="list-style-type: none"> • Ability to travel independently within the Millom area. • Ability to manage flexible working that enables continuous service delivery 	

EARLY YEARS PRACTITIONER

**VARIOUS CONTRACTS, BANK AND
LOCATIONS**

£12.01 PER HOUR

To assist in the delivery of quality early years sessions.

RESPONSIBILITIES

- Must have a minimum of Level 2/3 Early Years qualification or equivalent
- To assist with the planning, organisation and maintain a learning environment appropriate to the developmental needs and interests of children in the varied sessional care, full day care and creche sessions.
- To help foster an environment where children's emotional and social development will flourish.
- To assist the Early Years Setting Manager and Early Years Setting Deputy Manager where and when necessary and be guided by them in delegation of tasks and working arrangements.
- To work as part of a team of providers of early years education and development sharing responsibilities where necessary.
- To help provide within the setting, a balanced, structured curriculum paying due regard to current research on how children learn, and with particular reference to learning from first-hand experience, play and talk, and the development of appropriate skills and early literacy.
- To be responsible by agreement for particular indoor and outdoor learning areas and activities, and to plan, prepare and display appropriate materials.
- To encourage children to be independent in personal skills in feeding, changing and toileting supporting them where necessary
- To attend and contribute to meetings and training sessions when required.
- To be a key person for a group of children, to observe their learning and complete up to date profiles of children's development and progress working in partnership with parents and other members of staff.



EARLY YEARS PRACTITIONER



- To support children with additional needs in the settings as required.
- To deputise for other posts when necessary.
- To provide comfort for sick children and to administer First Aid in line with existing policies and legislation.
- To administer medication when necessary, in accordance with the Nursery Policy.
- To work with the students aiding in the development and supporting process.
- To have a clear commitment to equality of opportunity for children and families. To work closely with colleagues in children's services, health, schools and a range of other partner agencies in supporting a holistic approach to children and their families.
- To assist with the keeping of registers, records and information required for evaluation purposes as required.
- To be flexible to work in other nursery settings when required.
- To comply with all the policies and procedures of the Howgill Family Centre.
- To maintain strict confidentiality procedures at all times.
- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake Health and Safety duties commensurate with the post and/ or as detailed in the centres Health and Safety policy.
- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service. The duties described in the job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service and is consistent with Howgills Equal Opportunity Policy.



EARLY YEARS SETTING MANAGER (CLEATOR MOOR)

35 HOURS ALL YEAR ROUND
£26,735.80 PRO RATA



The Early Years Setting Manager plays a crucial role in the operational delivery of Howgill's Early Years Foundation Stage provision. The Setting Manager is responsible for the safe and highly effective delivery of Early Years care and education and will work to make certain that provision meets the needs of the children. The Setting Manager will lead and support Early Years staff to enable them to continuously improve the quality of the Early Years Foundation Stage provision.

RESPONSIBILITIES

- To plan, organise and maintain an enabling environment appropriate to the developmental needs and interests of all of the children whatever they may be.
- To ensure the safeguarding and welfare of every child so that they are kept safe and their welfare is promoted.
- Provide first-line management to the setting practitioners and be the lead professional for all staff and resources required to successfully deliver Early Years care and education.
- Lead a team, through the appropriate delegation of Ofsted's required roles, to ensure the safe, compliant, and quality assured delivery of the Statutory Framework for the Early Years Foundation Stage, providing a stimulating environment in which children are encouraged to thrive, achieve, socialise and develop their full potential.
- Work in partnership with the other Deputies, Setting Managers, Leaders and CEO to ensure consistency and quality of curriculum planning and delivery.
- On behalf of the Board of Trustees, and in partnership with CEO and Cumberland Council Early Years Team, work to secure and sustain Ofsted registration, providing a high-quality service which includes full readiness for Ofsted inspections and timely completion of Ofsted post-inspection recommendations.
- Ensure that all Early Years employees implement Howgill's policies and procedures and Ofsted requirements, to ensure the safety and well-being of the children (and other users) in the settings at all times.



EARLY YEARS DEPUTY SETTING MANAGER (CLEATOR MOOR)

- Take on the role of Designated Safeguarding Lead (DSL) for the setting.
- In partnership with the Leaders and CEO ensure that national and local policies and procedures are in place, with particular focus on health and safety and human resources.
- To work alongside the Leaders and CEO to ensure the safe recruitment, selection and induction of employees, students, apprentices and volunteers.
- Support and develop the Early Years team ensuring equality of access to high quality continuous professional development.
- Be responsible for the management of the team ensuring effective communication and planning which focuses on support and training whilst also dealing with performance, conduct, wellbeing and absence issues.
- Be responsible for the performance management of staff, setting appropriate targets and ensuring individual and team targets are fed into the organisation's strategic planning.
- In partnership with Leaders and CEO, be involved in effective marketing of the childcare setting ensuring that the setting is operating efficiently in order to maintain a sustainable business.
- Ensure the delivery of high quality, inclusive learning opportunities for children by using effective planning strategies.
- To keep clear records of curriculum planning and to keep up to date profiles of children's development and progress, working in partnership with parents and/or carers and other members of staff.
- Adopt, use and oversee appropriate assessment systems to assess children's level of development and ensure this information is used to plan for children's learning effectively.
- Promote equality of opportunity through teaching and assessment, ensuring the prompt identification of those children who need the provision of additional support.
- Review and manage both individual and cohort progress data.
- Establish and maintain positive relationships with children and their families in a way that values parental involvement.
- Develop and maintain good working relationships with colleagues from other professional agencies and local schools to achieve the highest positive outcomes for children and their families.
- To manage a team of staff to meet the requirements of the setting, including a Key Person system .
- Be the key person for a small number of children to ensure that every child's care is tailored to meet individual and developmental records. As a key person you will take responsibility for the observation, record keeping and planning relating to the progress, learning opportunities and development of your key children.
- In partnership with the Leaders and CEO , manage administrative duties including local authority funding, invoicing and preparation of data for the Early Years team and the local authority, ensuring that deadlines are adhered to
- To work in partnership with Early Years project staff ensuring they are able to fulfill all the requirements necessary to successfully deliver the terms of project funding
- To undertake such other duties, training and/or hours of work that may be reasonably required and which are consistent with the general level of responsibility of the job.

EARLY YEARS SETTING MANAGER (CLEATOR MOOR) PERSON SPECIFICATION

KNOWLEDGE AND QUALIFICATIONS

Knowledge and understanding of the development and learning needs of all young children

The current government guidance for EYFS requirements

An NVQ III in Child Care or Equivalent

IT skills

Good communication and interpersonal skills

Knowledge of safeguarding and promoting the welfare of children

Paediatric first aid qualification

Food Hygiene certificate Level 2

EXPERIENCE

Experience of working in an Early Years setting

Positive experience of team work in an early year's organisation

Self-motivated and confidential

Good organisational and time management skills

Experience of managing staff

EARLY YEARS SETTING MANAGER (CLEATOR MOOR)

PERSON SPECIFICATION

SKILLS

Ability to listen to and communicate effectively with children, young people and adults.

Ability to communicate effectively with service users and other stakeholders.

Ability to work as part of a team in a demanding environment.

Committed to child centred practice and working with parents.

Ability to formulate operational plans.

Ability to plan staffing rotas and deploy staff.

Ability to train, manage and monitor staff including monitoring leave and absence.

Experience of using performance management procedure, handling disciplinary, capability and grievance procedures.

Experience of handling parental complaints

Ability to ensure effective child development monitoring.

Ability to organise and run staff meetings and briefings.

Ability to manage budgets effectively.

Experience of Marketing.



APPLICATION FORM

Please visit <https://www.howgill-centre.co.uk/about-us/vacancies> for a word editable application form. Alternatively some PDF software allows you to input text on the application form. Otherwise please feel free to print the application form section and send on email (details below).

APPLICATION FOR THE POST OF:

WHERE DID YOU SEE THE POST ADVERTISED:

PERSONAL DETAILS

Surname:

First Name:

Telephone:

Email:

Full address:

Full driving license: Yes

☐

No

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PRESENT EMPLOYMENT

Job title:

Name and address of employer:

Present salary:

Other benefits:

Date employed commenced:

PREVIOUS EMPLOYMENT: Please ensure any gaps in employment are explained

Job title and employer:

From:

To:

MEMBERSHIP OF PROFESSIONAL ORGANISATION

EDUCATION AND TRAINING - (Please provide evidence of Level 2/3 Early Years qualification if the role requires it)				
School/College/Etc	From:	To:	Qualification:	Awarding body

OUTSIDE INTERESTS:

HEALTH:

Are you registered disabled? Yes

☐

No

☐**REFERENCES: Please give the names of two people who could be contacted for a reference. If you are employed at present, one of the references must be your present employer.*****Present/ most recent employer reference***

Full name:

Company name:

Address:

Email address:

Telephone number:

Capacity known to applicant:

Second reference

Full name:

Company name:

Address:

Email address:

Telephone number:

Capacity known to applicant:

May we contact your referees prior to interview? Yes

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No

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FURTHER DETAILS: In your own words, please fully describe using the Job Description and Personal Specification why you would like this position. Include any skills and experience either paid or voluntary you have gained that may be an advantage to you in this job.

ARE YOU RELATED TO ANY COMMITTEE MEMBER OR EMPLOYEE? Yes

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No

☐

If yes please give details:

DECLARATION IN RESPECT OF CRIMINAL CONVICTIONS

Please read the following guidance notes before completing the declaration in the space provided. Your attention is drawn to the fact that the post for which you are applying is excluded from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore you must disclose information about any convictions which for any other purpose are "spent" under the provisions of the Act. You are required to disclose any conviction against you however minor and including road traffic offences. You must give details of offences for which you have been convicted including the date of the conviction and the sentence imposed. Any information given to us will be completely confidential and only considered in relation to this application. This information may be discussed at interview. Failure to disclose convictions which come to light subsequently may result in disciplinary action or dismissal if you are appointed to the post.

HAVE YOU/ OR ANYONE LIVING IN YOUR HOUSEHOLD BEEN DISQUALIFIED FROM WORKING WITH CHILDREN OR VULNERABLE ADULTS?

Yes

☐

No

☐

If YES, please give details of any conviction/ prohibition including the date of the conviction, nature of offences, the Court and the sentence imposed. Please use additional sheets of paper if necessary.

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? Yes

☐

No

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If YES, and you are invited for interview, a statement detailing all spent and unspent convictions including the date of the conviction, nature of the offence, and the sentence imposed should be sent under separate cover in an envelope marked 'Private and Confidential' for the attention of the Chair of Trustees only.

If you do not disclose any conviction you have and you are appointed, it may lead later to your dismissal.

HAVE YOU THE RIGHT TO WORK IN THE UK?

Yes

☐

No

☐

DECLARATION

I confirm that the information given on this form is, to the best of my knowledge, true and complete, I accept any false or deliberately misleading statements made may be enough cause for rejection, or, if employed dismissal.

Signed

Date

PLEASE RETURN THIS APPLICATION TO

Email: marcelyn.southam@howgill-centre.co.uk

Post to:
Marcelyn Southam
Howgill Family Centre
Birks Road
Cleator Moor
Cumbria
CA25 5HR

Registered Charity No: 519278 Registered Company No: 2045632
Howgill is registered as a Company limited by guarantee, incorporated in England.
Its objects, powers and other constitutional matters are set out in its Memorandum and Articles of Association available from the Registered Office as above

