4.When do I get lunch?

a. You get 30 mins unpaid lunch break every day if you are working for 6 hours or more. The time of this break will be at the manager’s discretion on the day, if you require a break at a specific time please speak to the manager on the day.

b. For the break, you are able to leave the premises, or use the polytunnel. If the manager’s office is unoccupied you may take your break there. Please remember the use of mobile phones within the nursery except for these designated areas is an act of gross misconduct

c. All meals are included within your job role, however these are to be eaten with the children and eat the same food as them at the same time. Should you wish to bring your own food this must be eaten during your break and away from the children. No foods containing nuts should be brought onto the nursery grounds

6. Where do I park?

a. There are 2 spaces available for staff on the nursery car park (right outside the nursery). If these are full or you are able, please park on the road in front of the school.

b. Under no circumstances should you park in any of the school or Sure Start car

8. Can my own child come to nursery with me?

a. Yes. We will endeavour to make sure that you are not working directly with your child.

b. We expect all children to be treated equally and whilst at the nursery your own child must be treated the same as all others.

17. How do I know what to do at the beginning and end of the day?

a. There is a default diary in the children’s bathroom at the top end of the nursery. Please adhere to this

b. There is also an opening and closing the nursery checklist in there for you to follow if unsure.

What if there is a fire or serious incident?

If there is a fire the alarm will sound and we evacuate to the green area in front of the school. There is an evacuation bag by the front door which needs to be collected along with the register and the nursery mobile phone

If there is a serious incident, a whistle will be blown and all staff and children should congregate in the bottom bathrooms in a calm and quiet manner and await further instruction. No staff or children should be visible during a lockdown procedure.

18. What are the passwords for the computer?

a. All passwords are saved on Last Pass and will automatically fill themselves in when you log in. Any password not on there is on the Operations Manual.

19. What are KPI’s and what rewards do I get?

a. KPI is a Key Performance Indicator and shows your manager if you are doing your job as expected. These are set individually based on qualifications, competencies and experience. They may be different for all members of staff

b. At the end of the week you need to tick or cross to say if you have or have not met your KPI’s that week. Your manager will check them on Monday. If one element of the KPI’s are not met then you CANNOT tick them off even if you have completed the rest.

c. If you have 8 consecutive weeks of KPI’s you win a reward

d. If you have 4 weeks of not meeting them you will be subject to a warning from your line manager and a conversation to understand what is going on and how we can support you.

20. Have I got a probation period?

a. Yes, this is 6 months from the start date of your contract. This may be shortened at management discretion. You will receive a letter if your probation period ends earlier than the estimated date. Probation periods can be extended at management discretion.

23. Where do the bins go?

a. All bins need to be emptied at the end of each day and put into the large black bin which is on the car park.

b. The recycling bin can contain, glass plastic and tins only

c. All food and paper waste should be composted.

24. How do I know what jobs I need to do if we are overstaffed?

a. Ask your manager- feel free to suggest a task you feel needs completing.

b. Check the general to do list (in the office)

25. Who does the cleaning and cooking?

a. All staff are expected to contribute to the cooking and cleaning.

b. Please see the default diary for the rota

26. Will I get a key to the building?

a. Unless you are in the management team you will not receive keys to the building. You will be given the code for the front gate and this is to be kept confidential at all times.

27. What are the company policies?

a. You will be sent the link for the company policies which need to be read and understood in advance of your first day

28. Can I smoke?

a. If you need to smoke you must leave the premises and go down to the main road away from the school. You may not smoke in nursery uniform so require a full change of clothes.

b. You may only smoke during your lunch break.