

Guidance for completing Early Years vacancy form

Top tips for completing the form

- If your 'Office' has a different address to the setting please ensure its clear to the applicant **where** they will be working
- You must enter a salary or hourly rate
- You must attach a copy of the Job Description
- You must attach a copy of the Person Specification
- You **can** attach an Application Form

After you've completed the form

- Adverts will 'go live' on a Friday and can continue for as long as needed
- The advert will remain live until the closing date
- You can extend the closing date – **before** the closing date is reached
- After the advert has closed we will ask you to provide some basic data regarding the applicants and successful applicant.

The web page and online forms look like this:

The screenshot shows a web form titled "Early Learning and Childcare Job Vacancy". At the top left is a green "Home" button. Below the title are three tabs: "Provider details", "Vacancy details 1", and "Vacancy details 2". A note states: "PLEASE NOTE: Any job adverts submitted after midnight on a Thursday may not appear until the following week's update." The form contains several input fields: "Company or organisation name", "From", "Postcode (e.g. LE3 8BQ)", "House Number / Name", "Company website - please copy and paste in the full url", "Your name (not published)" with sub-fields for "First name", "Surname", "Job/position", "Contact telephone", and "Email address". A green "Find address" button is positioned below the address fields. A checkbox labeled "Address not found" is next to the text "If the address cannot be found, please tick here". At the bottom are "Cancel" and "Next" buttons.

Home

Early Learning and Childcare Job Vacancy

Provider details | Vacancy details 1 | Vacancy details 2

PLEASE NOTE: Any job adverts submitted after midnight on a Thursday may not appear until the following week's update.

Company or organisation name *

From

Enter a Postcode and House Number or Name, then click 'Find Address'.

Postcode (e.g. LE3 8BQ) *

House Number / Name

Find address

If the address cannot be found, please tick here Address not found

Company website - please copy and paste in the full url *

Your name (not published)

First name *

Surname *

Job/position *

Contact telephone *

Email address *

Cancel Next >

Early Learning and Childcare Job Vacancy

Provider details

Vacancy details 1

Vacancy details 2

Job vacancy title *

Job categories (select all that apply) *

Manager/Leader Deputy Manager/Leader Supervisor/Room Leader

Nursery nurse Nursery assistant Playworker Childminder

Childminder assistant Apprentice/Trainee Administrator SENCo

SEND 1-1 Worker Designated Safeguarding Lead Bank staff

Type of setting *

Full day care Sessional care Childminding Out of school hours/Holidays

Playscheme

Job times (select all that apply) *

Full time Part time School holidays

Job contract *

Permanent Temporary Fixed term Casual

Hours per week *

Pay rate *

Per hour Per annum

Pay amount or range, £ *

 ⓘ

Salary/pay as it will appear on the job advert: £

Location of job

District *

Is the address of the job the same as the company/organisation address? *

Yes No

< Previous

✕ Cancel

Next >

Early Learning and Childcare Job Vacancy

Provider details

Vacancy details 1

Vacancy details 2

Attach full job description (PDF) *

Drop files here to upload -

.pdf Uploaded: 0/1

Job description summary - 500 characters remaining *



Main duties summary - 300 characters remaining *



Attach person specification document (PDF) *

Drop files here to upload -

.pdf Uploaded: 0/1

Experience and qualifications summary - 300 characters remaining *



Personal qualities and attributes summary - 300 characters remaining *



Terms and conditions of the role - 300 characters remaining *



Benefits - 300 characters remaining *



How to apply *

Closing date and time (click the clock icon to set the time) *

Optional: Jobs will be published on the website on Friday afternoons. Do you want your job to be published at an alternative date and time after Friday afternoon?



Thank you - these details will be reviewed by a member of the Early Learning and Childcare team at Leicestershire County Council.

[Click Submit to send.](#)