



OUR COMPANY

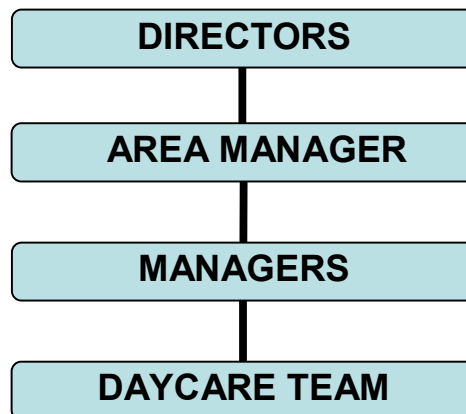
Giant Steps Haswell Ltd offers high quality childcare to children under 5 years old and follows the Early Years Foundation Framework. We expect our staff to present a professional image and provide the best standards to the children in our care and their parents/carers. We operate from seven locations within County Durham; Horden (Head Office), Haswell, Cheveley Park, Easington, Sherburn Hill, Sherburn Village, Seaham and West Rainton. For more information view our website at www.giantstepsnursery.co.uk.

Business Hours

Business hours are between 8.00am and 6.00pm, Monday to Friday. Some sites operate over 51 weeks a year and some sites operate in term time only. Working arrangements vary within the operating hours of the Nurseries in accordance with Business requirements.

The Company

The Diagram below outlines the structure of our company.



Employment Requirements

All employment within the Company is subject to satisfactory:

- Enhanced Criminal Record Check from the Disclosure and Barring Service
- Health Questionnaire - All prospective employees who are new to the Company must complete a Health questionnaire, when an offer of employment is made and, where necessary, undergo a medical examination. The offer of employment cannot be confirmed without satisfactory health questionnaire clearance
- Evidence of a candidates right to work in the UK
- References

The above information must be verified before any offer of appointment can be confirmed.

Induction

We provide a comprehensive induction programme for all new employees; including Statutory provisions; Employment policies and procedures, Health and Safety practices and procedures, Equal Opportunities, Safeguarding, Childcare Protection and recognised good Childcare Practice etc. It also covers an employee's role within the team and within the business operation.

Probationary Period

The first six months of employment will be a probationary period during the new employee's performance and conduct will be monitored. Throughout the probationary period performance will be reviewed and if found satisfactory the appointment will be confirmed.

Dress Code

We have established a dress code to ensure staff are easily identifiable and to present a smart and professional image. This includes employees purchasing and wearing the required clothing and following the associated presentation requirements.

Training and Development

We encourage continuous professional development of staff and may provide and/or fund training appropriate to employees' personal development, the effective performance of your role and the continued development and improvement of the Nursery. Employee development is based on regular training needs analysis and outcomes of annual appraisal interviews.

Holidays

We provide 28 days holiday in each holiday year, inclusive of the 8 Eight Statutory Public holidays (New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday, Late Summer Bank Holiday; Christmas Day and Boxing Day (pro rata according to hours worked). Some locations within our Company close during the Christmas period; therefore, staff may be required to retain the appropriate number of days of annual holiday entitlement for this purpose.

Discounted childcare fees

We offer discounted childcare fees at our Settings for our staff's children; however, employees cannot be guaranteed a place for their child. It is useful for employees to discuss if they wish their child to have a place in one of our Settings as soon as possible. There are only a limited number of places available and there is often a waiting list in operation.