



# FOR CHILDCARE PRACTITIONERS .....

## INTERVIEW GUIDE FOR PRACTITIONERS .....

### The Agency Process

To register with us you will need to complete the application form, together with supplying us with copies of your certificates. You will also need to complete a CRB Enhanced Disclosure form at a cost of £50.00. We will also require two referees who will be able to substantiate your background and authenticity.

You will be personally interviewed by one of our Consultants who will discuss your requirements and work with you right up to the point of when you are settled in your new job. As all our consultants are qualified and experienced within childcare and education they are able to deal with any questions or concerns you have and offer you help and advice.

### Guidelines for your Interview

Preparation is the way to a successful interview, the more prepared you are the more confident you will feel. Being invited for an interview indicates that the employer is very interested and can potentially see you as the ideal person for the job. However you will need to convince the employer during the interview that you are the best candidate.

Always be smart and tidy, (wear minimal make-up and jewelry – *you are working with children*): plan your journey well in advance so you arrive at the interview a little early and are calm and relaxed: (If you do run late, give a courtesy call to the Company and make your apologies): Greet the person interviewing you with a smile and a handshake: Sit up and do not slouch: Keep smiling and maintain eye contact with the person who is interviewing you – this shows you are confident: Answer their questions in a clear and concise manner: Ask your questions at the end of the Interview: End the interview by asking when the decision will be made about your application: Thank them for their time and the opportunity for the interview, and shake their hand:

The following are helpful tips for your interview

For a position in a Nursery.....	For a position with a family .....
<ul style="list-style-type: none"> <li>• Find out as much about the company as possible</li> <li>• Be confident about yourself and your experience Explaining any gaps in your CV and be positive</li> <li>• Identify all your skills and experiences that are relevant for the position from the job description</li> <li>• Think about what you want from the job and what your ambitions are</li> <li>• What are your strengths and weaknesses</li> <li>• What are three significant things you have achieved in your career</li> <li>• Ask questions about the position               <ul style="list-style-type: none"> <li>○ What will be my responsibilities?</li> <li>○ What training do you provide?</li> <li>○ What are the possibilities of gaining promotion</li> </ul> </li> <li>• What are the salary &amp; benefits (don't bring this up too early)</li> <li>• Probationary Period and Start Date</li> </ul>	<ul style="list-style-type: none"> <li>• Parents will start making their decision about you from the minute you walk in: So Smile and introduce yourself and keep smiling.</li> <li>• If the children are there introduce yourself to them too.</li> <li>• Be confident about yourself and your experience, explaining any gaps in your CV and be positive</li> <li>• Identify all your skills and experiences that are relevant for the position</li> <li>• Discuss what you enjoy most about being a nanny</li> <li>• If this is your first position, explain why you want to be a nanny</li> <li>• Remember this is a two way process with the family and they will be wanting to know as much about you as you do them               <ul style="list-style-type: none"> <li>○ Discuss what your duties would be: What activities the children like to do: how the children's day is structured</li> <li>○ Discipline and parental rules for the children</li> <li>○ Hours of work (accommodation if applic): Any additional duties such as babysitting: Annual Leave</li> <li>○ House Rules and Privacy(live in nanny)</li> <li>○ Family car / own car: Insurance and mileage</li> <li>○ Salary and benefits (including taxation)</li> <li>○ Ofsted Childcare Register and Vouchers</li> <li>○ Meeting the children; Start date: Probationary Period</li> </ul> </li> </ul>