Blackburne House Group

Early Educator Vacancy Pack

Welcome

Thank you for your interest in applying for the role of Early Educator at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk/nursery for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

Deadline for receipt of applications: Friday 4th September 2026

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned to Pam Dwyer, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to pamdwyer@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group

Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 30 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

We require a Level 3 full time Early Educator for our 30 place city centre nursery. You will help us to provide a high standard of physical, emotional, social and intellectual care for children attending the setting.

If you are interested in joining our committed and caring staff team and would enjoy contributing to the provision of a stimulating environment for children in a multi cultural setting then we would like to hear from you.

We pride ourselves on being a friendly and caring organisation. As a member of staff you will benefit from; discounted on-site parking for staff, an extra days leave each year for the first 5 years, an additional day's leave for your birthday, Employer Pension contributions, staff discount in the Bistro, Nursery, and Conference & Events Hire, access to counselling & wellbeing services, team appreciation events and days out and access to CPD.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post.
All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.
Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

Job Description

Post: Early Educator

Salary: £27060.80 per year

Responsible for: Providing a high standard of physical, emotional, social and intellectual care for children attending the setting

Location: Blackburne House Nursery, Blackburne Place, Liverpool L8 7PE

Flexibility: There is an expectation that the successful candidate will be willing to adapt their working hours to suit the needs of the organisation.

- Help create a safe environment, where children can develop their own identity in a non-threatening environment.
- Work together to safeguard the children in the setting and have a clear knowledge and understanding of safeguarding responsibilities, working in accordance with the nursery policies and procedures.
- Share responsibility for a key-group of children, ensuring their development needs and interests are met.
- Use the setting's planning cycle to plan and promote for the development, needs and interests of key children, ensuring trackers and files are up to date and parents/carers are given copies of all reviews and progress reports.
- Offer opportunities to promote children's seven areas of learning and ensure every child is meeting their five outcomes identified in the Every Child Matters Agenda.
- Care for children's physical needs and safety, i.e. feed, wash, change as necessary, and administer basic First Aid for minor incidents.
- Establish and maintain good relationships with Parents and Carers.
- Work effectively within the current staff team.
- To participate in training to support the identified role and to enhance personal development needs.
- To participate in out of hours activities such as staff meetings, parents evenings and Blackburne House events.

Person Specification

Qualifications

- NVQ Level 3
- BTEC
- NNEB
- Other acceptable qualifications as stated by the Childcare Workforce Development Council (www.cwdcouncil.org.uk)
- Including Maths and English at grade C or above

Experience

- Experience of working with children aged 0 – 5 years.

Skills and Abilities

- A clear understanding of the importance of confidentiality.
- Have an understanding of Equal Opportunities.
- Ability to work as part of a professional childcare team.
- To be able to recognise, understand and meet the needs of individual children and families.
- Encourage children to respect others.
- Have a professional approach.
- To be flexible with working hours.
- To be enthusiastic, motivated and able to motivate colleagues and children.
- The ability to behave consistently in a caring and relaxed manner with the children.
- To have an understanding of diversity and promote the ethos of our multi cultural/ multi racial setting.

Desirable Experience

- First Aid
- Health & Safety
- Safeguarding