

Welcome to SENNIES!

Hello to all of our Sennies old and new! - Our team is always expanding and we are very excited to have you on board. We can't wait to help you find your next fantastic family (if we haven't already!)

As you know, here at SENNIES we are committed to connecting outstanding childcare providers with children and families that have special or additional needs/requirements. Being one of only two companies that currently offer this bespoke service, we are expecting to grow very quickly - which is great news! This also means we need to ensure that all of our SENNIES understand how we operate and what we expect from you.

Whether you are currently working for a family through us or not - please take a moment to read the important information below regarding our processes moving forward!

### **JOB ROLES / HOW TO APPLY FOR A ROLE**

All available job roles will be sent out to our **SENNIES VIA EMAIL** as soon as they come in.

It is **VERY IMPORTANT** that you mark this email address as '**SAFE**' to avoid job posts being sent to your junk. **EVEN BETTER** - Create your own 'Sennies' Email folder to ensure you are not missing out!

If you meet the requirements listed on the job description and are interested in being put forward, you should do the following:

- Reply to the email expressing your interest
- Include a sentence as to why you feel you are/what skills you have that make you suitable
- Confirm your availability

**PLEASE** keep an eye out for our emails and let us know if you are available and interested in a role - We are a small team and it is very difficult for us to keep up to date with 50+ Sennies availabilities and skill sets and so we cannot guarantee you will be contacted personally about a suitable role (Which we would hate for the right person to miss out on!)

## **WHAT HAPPENS THEN?**

We will review all interested SENNIES and put forward our TOP 3 candidates based on your SENNIE Profile and experience. The parents/guardians will then select which SENNIES they'd like to meet for an interview. If they don't feel they have the right fit, we continue submitting candidates until the role is filled. We will always endeavour to keep you updated every step of the way!

## **HOORAY, I GOT THE JOB - WHAT NOW?**

Once you have been placed with one of our fabulous families - We will liaise with both you and the family to confirm details and help set up your contract. Please take note of the following regarding employment:

- SENNIES Is NOT your employer - The FAMILY are
- All contracts are to be agreed between the Employer and Employee
- Whilst we do not demand the family use our contract templates, we do have some available that we offer to our families as guidance
- Wages are paid directly to you from the employer and not through us (Your wage is your wage - we do not take a cut or percentage!)
- Contracts are available in gross or net pay at yours and the families discretion

We are still always available to answer any questions about your contract and will work with you and the family to secure the best possible rate and terms for both parties.

## **OUR SENNIES PROMISE**

We consider ourselves an 'introduction' agency rather than a 'recruitment' agency. Meaning there is no 'hard-sell' approach from us to clients. We do not guarantee you work which also means you are free to be a part of as many agencies and services as you like.

Whilst our SENNIES are not employed by us directly - we still expect you to behave in a highly professional manner and display the core values of SENNIES Childcare when representing the company.



As long as you are a SENNIE - we are happy to be your go-to for queries you may have at any time and we are always here to help with any issues that might arise during a placement.

**REWARDS FOR REFERRALS** - We offer a £50 incentive payment to anyone who successfully recommends a family to us who then use our services AND/OR if you recommend a new SENNIE, once they successfully place with a family.

If you know anyone who would make a great SENNIE or a family in need, please direct them to our webpage (<https://www.sennies.co.uk/>) to fill out an [application form](#) and make sure they mention your name

#### CONTACT DETAILS

[Elinor@sennies.co.uk](mailto:Elinor@sennies.co.uk) - Elinor is all of our SENNIES first point of contact

[Georgia@sennies.co.uk](mailto:Georgia@sennies.co.uk) - Contact Georgia for specific information regarding job roles

[Info@sennies.co.uk](mailto:Info@sennies.co.uk) - For general enquiries

We look forward to working with you

**The Sennies Team**

[www.sennies.co.uk](http://www.sennies.co.uk)