



Prepare for an interview

Here are some important tips to help prepare you for attending an interview

You should:

- Dress smartly (no jeans), as first impressions count
- Keep your mobile phone on silent/switched off during the interview
- Ensure you research the company prior to attending the interview and take any important notes before attending
- Maintain eye contact with the manager when being interviewed
- Mention why you would like to have a career in the role which you are being interviewed for and what you may have learnt through previous experience (if any)
- Be positive and engage in a kind, respectful manner
- Ask appropriate questions about progression opportunities, training and what the role will consist of

When being interviewed it will be good for you to consider the following:

In the beginning:

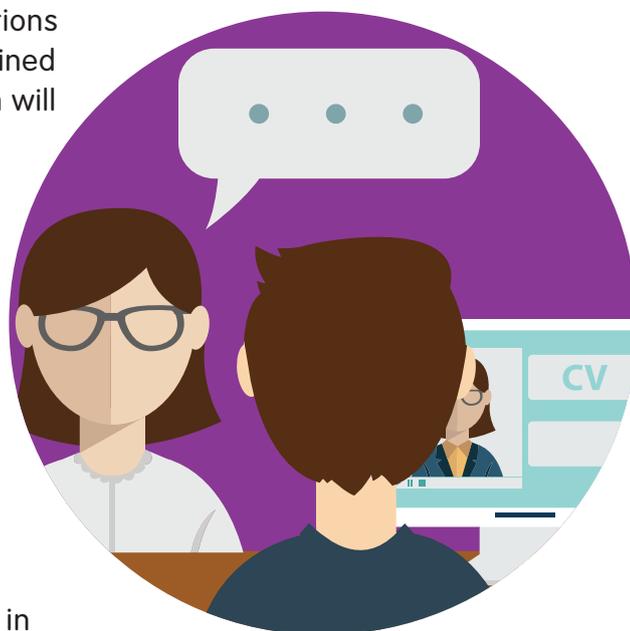
Talk about your experience mentioning any relevant qualifications you have achieved. Discuss any experience you may have gained (whether this has been through paid or voluntary work) which will relate to this industry.

In the middle:

Speak about the interests you have in wanting to work within this industry. Talk about why you have applied for an apprenticeship position. Mention if you have done anything relating to this type of role before. Talk about any hobbies you enjoy which could benefit you when working. Discuss what you have done in childcare or administration before relating to work experience, etc.

In the end:

Explain why you believe doing an apprenticeship programme in childcare or administration would be a great choice for you and what you can bring to the company. Thank the manager for their time.



Here are a few examples to guide you throughout your interview process

At Parenta we are here to help you every step of the way. We even do some mock interviews with you to ensure you are fully prepared when you go to meet your new prospective employer.

On the next page there are some interview questions with some potential answers to help you prepare for our mock interview. Employers always love to know what you can bring to their company, therefore, please go through the following questions to help you prepare.



What experience have you had within the childcare industry (professional, work experience, voluntary Babysitting or other)?



This is based on your personal circumstances for e.g. you may have done babysitting for your family or a neighbour or volunteered in a setting during the school holidays etc.



Can you tell me what you know about the nursery/childminders?



Always look at the website of the nursery you will be visiting. Familiarise yourself with what rooms they might have for e.g. a baby room, a toddler room etc. Look at their newsletter and see what events they might have. See if they have a staff list on their website which might show you the person who will be interviewing you.



Have you undertaken any training previously which make you suitable for this position?



This is based on your personal circumstances for e.g. you might have done some first aid training at Cubs or Scouts, or you might have done some creative classes to encourage the children to take part in activities etc.



Why do you want this job as an apprentice?



This could be for many reasons for e.g. you like working with children, or you would like to see how they develop with your help. It could be that you want to have a career in childcare with the view of one day having your own nursery or many other reasons.



How important is timekeeping to you?



Timekeeping is very important to an employer as they have to ensure there is enough staff in the setting to look after the children that are in that day. It's important to be at work on time so ensure you are punctual.



What do you believe you can offer a childcare company if you were given the opportunity?



Employers will be looking to employ staff that are proactive, helpful and calm under pressure. Think about what good qualities you can contribute for e.g. you might be very patient or a really good communicator.

Remember you are still young, and the employer isn't expecting you to have extensive levels of experience prior to offering employment to you. However, they will be looking for great potential and a strong willingness to learn. They really like to have an idea of who you are as a person so always be yourself, but make sure you think positive, remain polite and be as professional as possible.

Working together for our children

0800 002 9242
contact@parenta.com

www.parenta.com

Parenta, 2-8 London Road, Rocky Hill, Maidstone, Kent, ME16 8PZ, Reg No 05249690

Updated: 11/05/18

