

# Welcome to SENNIES!

At SENNIES, we are committed to connecting outstanding childcare providers with children and families with special or additional needs and requirements. We are one of few companies that currently offer this bespoke service and pride ourselves on our personal but highly professional standards.

Now you have joined one of the fastest-growing childcare providers, please take a moment to read the important information below regarding our processes moving forward!

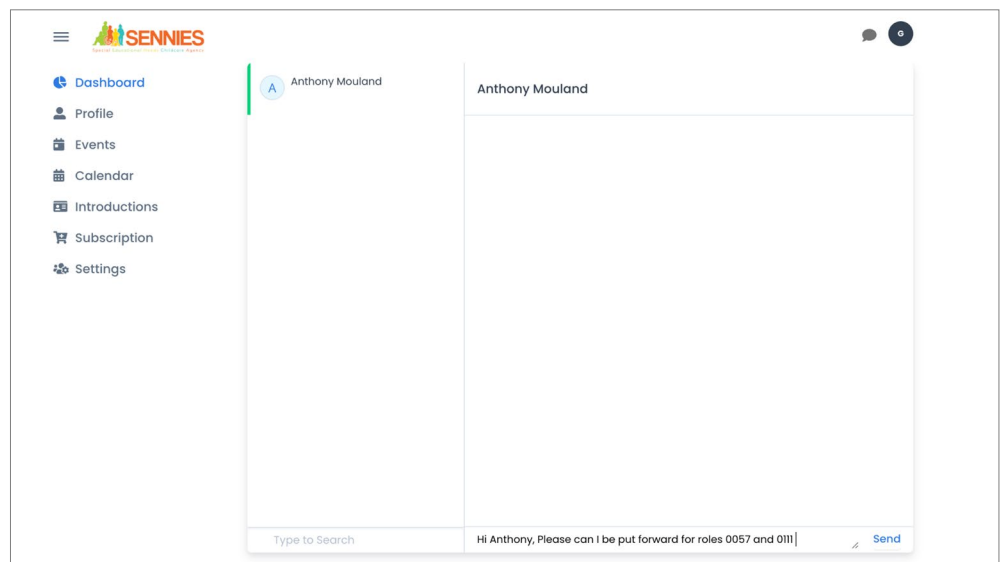
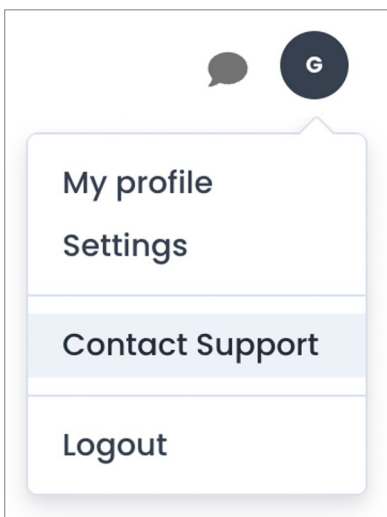
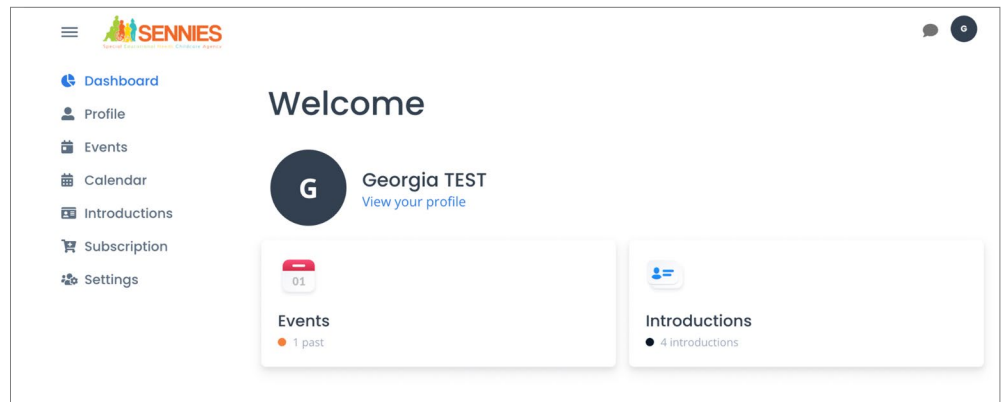
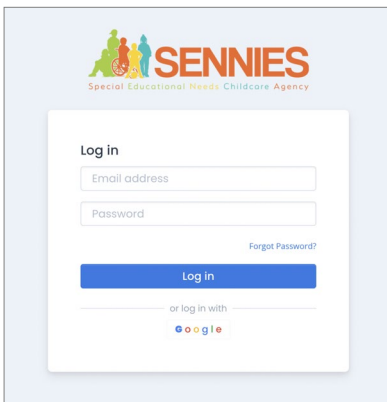
## Job roles / How to apply for a role

All available job roles will be available to view via the [SENNIES Website](#) and will also be sent out to all registered **Sennies VIA EMAIL** as soon as they come in. We will also contact Sennies that our matching system indicates could be a great match based on your matching preferences!

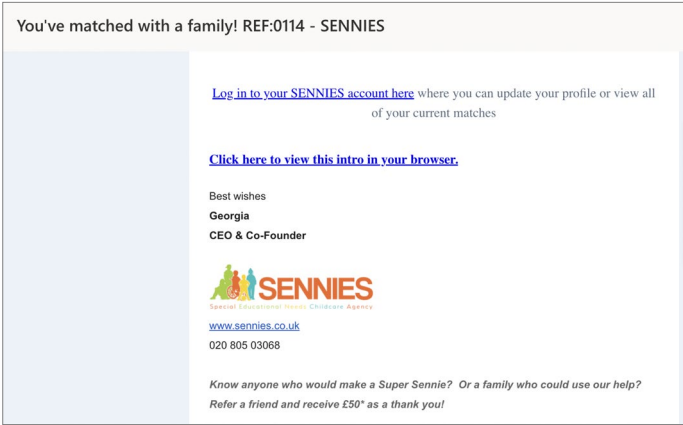
It is **VERY IMPORTANT** that you mark all SENNIES email addresses as 'SAFE' to avoid job posts being sent to your junk.

## The best way to apply for a role through SENNIES once registered:

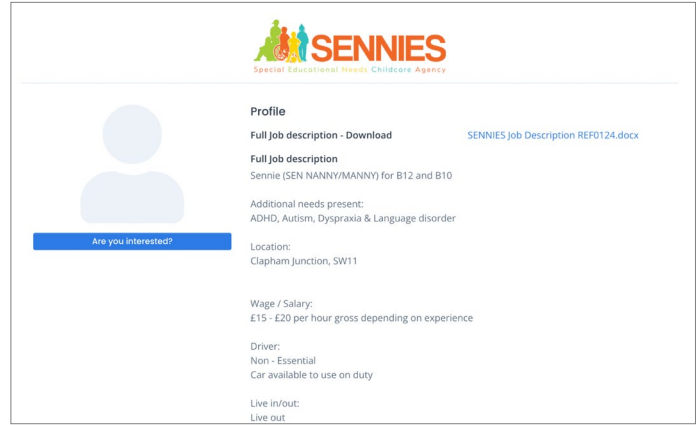
1. Log in to your [online SENNIES account](#), click **“Contact support”** and send us a message with the reference number of the role/s you are interested in.



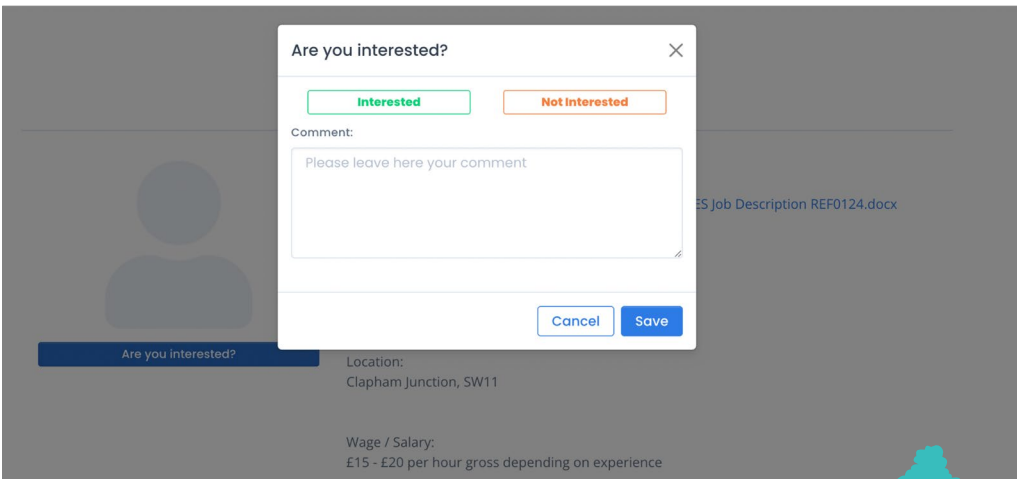
**2.** If our system indicates you're more than a 70% match with a family, we will send you an email with a link to access the full job description. Ensure you are logged into your SENNIIES account on your phone or browser so you can click if you are interested or not directly from that page.



Example of the email you will receive if matched!



What you see when you click the link



Please ensure you leave feedback and update your matching preferences if the role is not a good match for you or you are not looking for work right now.

We will then send your profile to the family as soon as we hear back from you that you are interested. If you are not logged in or have trouble accessing your account, you can email [anthony@sennies.co.uk](mailto:anthony@sennies.co.uk), who will mark your interest and reset the password to your account.



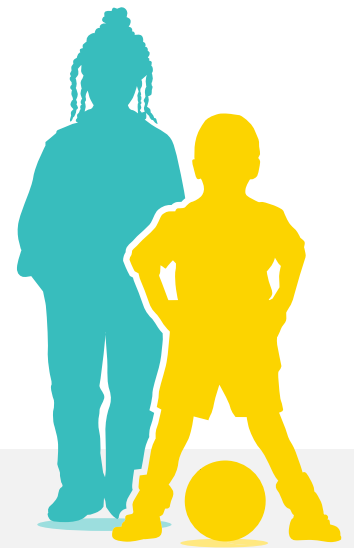
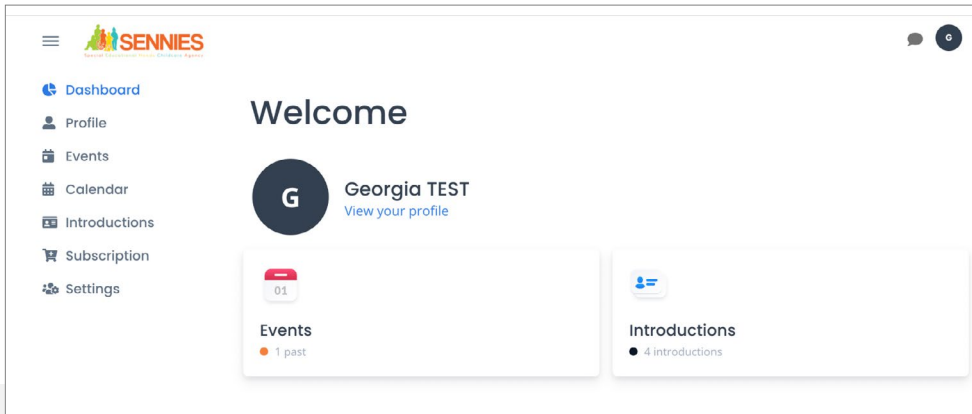
### Other ways to apply for a role as a registered Sennie:

- 3.** Reply to an email we have sent you directly - ensure you state the specific reference number/s of the role/s you want to go forward for. **or** **4.** Email your lead recruiter with the reference number of the role/s you wish to go forward for.

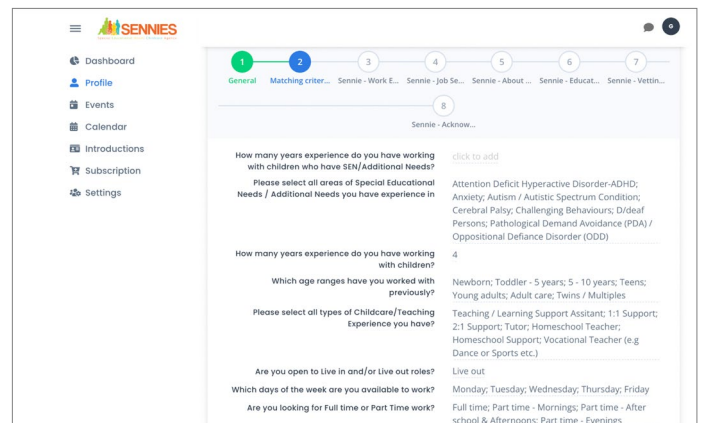
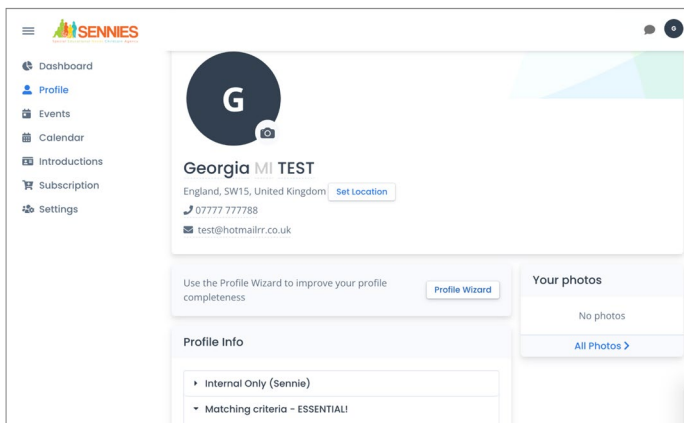
**PLEASE** keep an eye out for our emails, keep your online profile up to date and let us know if you are available and interested in a role.

We are a small but dedicated team and cannot guarantee you will be contacted personally about a suitable role so we kindly ask that you work with us to find your dream role!

### Your online SENNIES Account



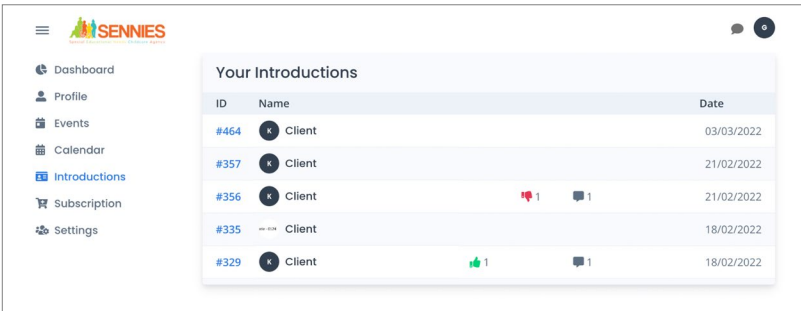
### Keeping your profile up to date



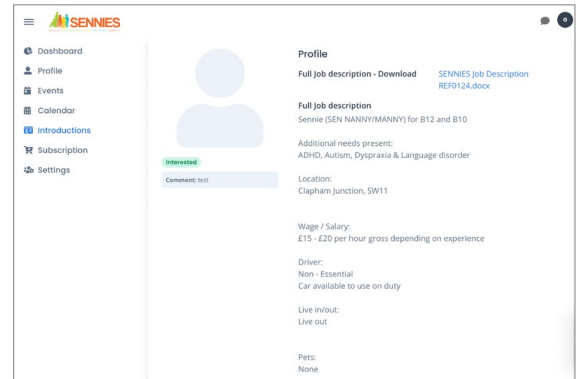
Once logged into your account, click **Profile** and see all the sections marked red that you're yet to complete.

You can finalise your profile on this page or click on **Profile wizard**, which will break down the profile into groups for you to complete! You can save your progress and come back to complete or update your profile at any time!

## Introductions

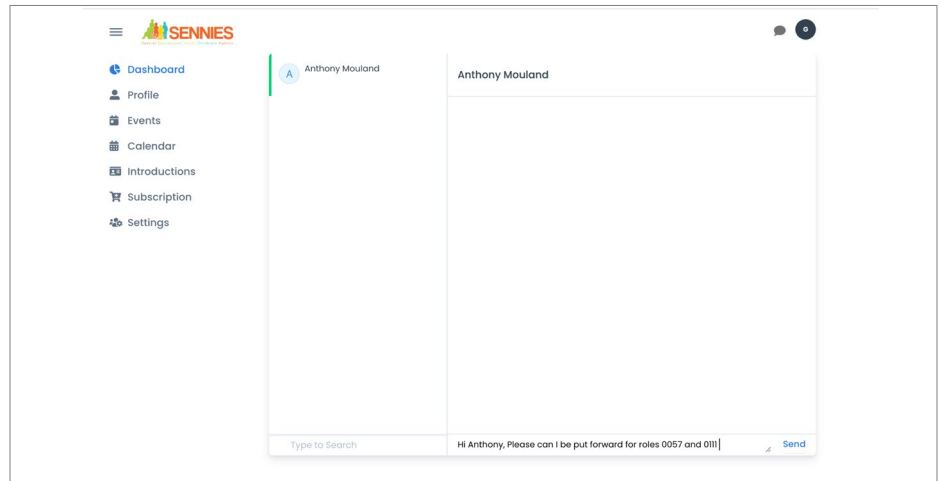
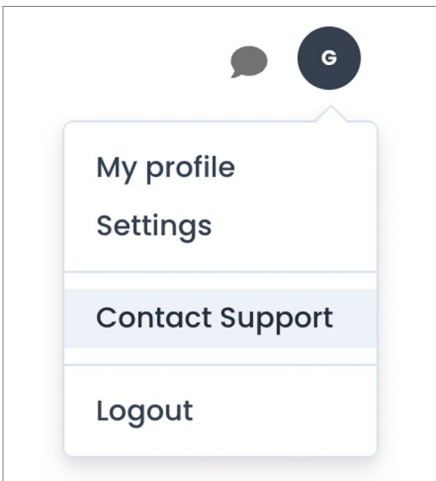


If you click on **Introductions**, you will see all of the families we have sent to you to review. If you click on the ID number, you will be directed to the page on the right, which shares the full job description and a download link. If you have responded to this role already, you will see if you have marked yourself as interested or not and any comments you left us.



If you have received multiple emails for roles you have matched with, it might be easier to log in to your online account and mark your interest by clicking on each ID number and completing your feedback.

## Contact us



## What happens next?

We will review interested Sennies and put forward **ALL** suitable candidates based on your SENNIES profile and experience. The parents/guardians will then select which Sennies they would like us to share their interview questions with. These will be sent via email and we recommend getting them back to us ASAP. If the family are happy with your response, you will get the opportunity to meet the family face to face for an interview.

If you successfully pass the interview stage and the family invites you to trial with them, you will be asked to attend no more than **3 trial shifts**. Trial rates are set at **£10 per hour** and you should invoice and collect payment from the family directly. If you would prefer for SENNIES to invoice and collect this on your behalf, a **£10 admin fee** will be charged.

In the case of any overnight stays or prolonged trials, please inform us immediately so we can contact the family to amend the rate of pay to reflect the work.

If a family doesn't feel they have yet found the right fit, we will continue submitting candidates until the role has been filled. We will always endeavour to keep you updated every step of the way, however, due to the volume of applications, we can only guarantee that we will be in touch with successful candidates. We will try to provide feedback where possible, but we cannot guarantee that we will always receive this from our families.

## Hooray, I got the job - What now?

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

- SENNIES do **NOT** act as your employer. All contracts are to be agreed upon between the Employer and Employee (The Sennie and the family)
- 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!)

All Sennies are required to be registered on the Automatic DBS Update Service. You are only able to register your Enhanced DBS certificate on the Update Service within 30 days of the certificate being issued. We are here to support you in obtaining a new certificate to add to the DBS Update Service if offered a role through SENNIES. This is non-negotiable due to safeguarding.

We are 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.

## What are the rates of pay and how do I receive payment?

SENNIES was established by child care professionals with over 10+ years of experience. Therefore, we understand the importance of fair and adequate pay for the level of responsibility and knowledge required when working as a Sennie.

We will never accept roles paying less than £15 p/h gross (within London) or below £14p/h gross (outside of London) unless extenuating or mitigating circumstances apply.

Whilst we will always encourage our families to pay the premium for your services and fight for what you feel you are worth, we do not act as your employer and therefore always recommend that any negotiations regarding rate of pay and/or how payment is received is discussed directly between the Sennie and the family employing them.

## 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. All Sennies have agreed to abide by the [code of conduct](#) when they registered with us. Please ensure that you have read the code of conduct in its entirety before meeting with a SENNIES family.

As long as you are a Sennie - we are happy to be on hand to help with any concerns or queries you may have at any time, and we are always here to support you with any issues that might arise during a placement through us.

## 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 and pass probation.

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.



We look forward to working with you.

**The SENNIES Team**  
[www.sennies.co.uk](http://www.sennies.co.uk)

### Contact details

[anthony@sennies.co.uk](mailto:anthony@sennies.co.uk) - Anthony is the first point of contact for all our Sennies

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