

JOB INFORMATION – EARLY YEARS ASSISTANT

Department	Little Crackers Nursery
Main purpose of the role	Reporting to the Nursery Manager, we are seeking to appoint an enthusiastic and suitably qualified person to join our dynamic and innovative team. The job holder will work in the nursery setting, joining an established team under the direction of the Nursery Manager. The successful candidate will ensure that every child in their care is well-supported and encouraged to develop themselves as an individual. They will respond to the children's needs, plan suitable activities to help them progress in their learning and feedback to parents on how their child is getting on. An appreciation and understanding of the ethos of the school is essential.
Reporting to	Nursery Manager
Departmental Information	At Little Crackers, we believe that it's never too early to start on an exciting journey into learning. We have a carefully structured nursery for two- and three-year olds and pre-school. In our bright, colourful nursery rooms we offer flexible, vibrant sessions with an emphasis on learning through play and exploration in a friendly and caring environment. Children benefit from a qualified Early Years Teacher and specialist subject teachers including PE, French and Movement and Music lessons.
Key duties and responsibilities	<p>The job holder will be responsible for assisting in providing quality childcare for children and their families within the school. Assisting the Nursery Manager, Room Leader and Nursery Teacher.</p> <p>Key Tasks</p> <ul style="list-style-type: none"> • To assist in planning and providing a caring, stimulating environment that is appropriate for individual children and enables them to reach their full potential. • To work within the Childcare Act and Local Government guideline standards. • To work closely with the Nursery Manager and Head of Early Years to follow the planning and deliver it in a way that enables children to learn according to the Early Years Foundation Stage. • To establish and maintain positive relationships with children and their families in a way that values parental involvement. • To lead and manage a group of children, including planning and delivering adult lead activities with the group on a daily basis. • To keep observations and assessments of children's development in appropriate Key worker groups and to keep accurate records of the children's achievements. • To keep Key-worker children's files and progress forms and reports up to date and accurate. • To set up for and tidy up after sessions, both indoors and outdoors. • To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion. • To work effectively as part of a team, to follow rotas and work collaboratively, to respect and value each member of the team. • To work within the agreed framework of policies and procedures set out within the school. • To support students and volunteers on placements. • To help in the responsibility of maintaining high quality resources. • To take part in day to day administration and record keeping.

	<ul style="list-style-type: none"> To inform the Headmaster, Head of Early Years or Nursery Manager of potential problems at all times. As required, assist in the toileting needs of the children. To assist with record keeping and filing. To assist with Nursery displays. <p>General School Duties</p> <ul style="list-style-type: none"> To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy and the needs of the School. To act as an ambassador for the school and maintain a positive image of its aims and objectives. To liaise with the class teachers, Nursery Manager, Head of Early Years and Headmaster, as necessary. To be flexible when cover is required for absences. To assist in musicals, celebrations and productions within the school. To attend Open Days as required. To attend and participate in Foundation Stage meetings and, where appropriate to attend planning and development days. To attend staff meetings, staff development and training as appropriate. To liaise with outside agencies and work in collaboration with the EYS (Early Years Service). To keep all information regarding the school, children and staff completely confidential at all times.
Safeguarding children when in post	<p>The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's safeguarding policy at all times.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
Mandatory training	<p>Safeguarding training</p> <p>Health & Safety induction</p> <p>First Aid Training</p>
Hours and place of work	<p>The role is based at Little Crackers Nursery, within Crackley Hall School. This is a permanent post working 7 hours and 55 minutes a day on a shift system between the hours of 7.45am and 6.00pm Monday to Friday all year round.</p>
Salary	<p>B1-D4 (£14,092.39 – £19,971.29), full time equivalent, by negotiation, depending on qualifications and relevant experience.</p> <p>The Princethorpe Foundation salary scale is associated with, but above, national scales.</p>
General	<p>The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.</p>
Safeguarding	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

	<p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p> <p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk</p>
<p>Recruitment</p>	<p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p>
<p>About the Princethorpe Foundation</p>	<p>The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational.</p> <p>We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils.</p> <p>Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic.</p> <p>We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and "worldready" young people with a strong set of moral values to guide them through adult life.</p> <p>We have two rules for pupils and staff: "Be kind and always give your very best"</p> <p><i>Ed Hester</i></p> <p>The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support</p> <p><i>Crackley Hall School</i></p> <p>Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.</p> <p>and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.</p> <p>Originally founded in 1862 by the Sisters of Mercy and known as St Joseph's Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.</p>

St Joseph's merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.

Princethorpe College

Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.

The College is renowned for its 'spirit of family' and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and Christ's teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school's character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.

Crescent School

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.

In September 2016, the Crescent School merged with the Princethorpe Foundation.

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	At least 2 years' experience in the early years sector		Y
	Experience of working in nurseries or schools		Y
	Knowledge of the EYFS curriculum and its application		Y
	Be able to assess and record pupil achievement and progress to inform developmental needs	Y	
	Experience of working alongside other professionals in the development and learning of children		Y
	Experience of setting targets monitoring, evaluating and recording progress		Y
Job related skills	To be able to support mixed ability pupils within the same class and support the teacher in providing work which is differentiated to cater for the entire ability range		Y
	To be able to build and maintain excellent relationships with all stakeholders, especially parents and colleagues	Y	
	Confidence to implement behaviour management techniques for groups and individuals	Y	
Personal job-related skills	To be able to work as part of a team and communicate clearly with others	Y	
	To be able to motivate and inspire pupils	Y	
	To be able to empathise with the difficulties of SEN pupils in accessing the curriculum		Y
	Make consistent judgements based on careful analysis of available data	Y	
	Good organisation skills	Y	
	To be committed to raising levels of achievement of children of all abilities	Y	
	To be passionate about learning and teaching	Y	
	Display warmth, care and sensitivity in dealing with children	Y	
	Open minded, self-evaluative and adaptable to changing circumstances and new ideas	Y	
	Willingness to be involved in the wider life of the school		Y
	Ability to prioritise	Y	
	Natural energy and enthusiasm, with both a pro-active and supportive outlook	Y	
	When all the above fail, to maintain good sense of humour, a willingness to learn and the will to continue to strive for excellence	Y	
Qualifications	Level 3 in Child Care or equivalent		Y

The Princethorpe Foundation reserves the right to amend this job description from time to time according to business needs.

HOW TO APPLY

Application form	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr R Duigan, Headmaster.</p> <p>Completed applications should be sent to the Headmaster's PA at lorrainedyer@crackleyhall.co.uk. or by post to: Ms Lorraine Dyer, Crackley Hall School, St Joseph's Park, Kenilworth, Warwickshire, CV8 2FT</p>
Closing date	<p>The closing date for applications is 21 June, at 9.00am with interviews likely to be held later the same week or early the following week.</p>
Invitation to Interview	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p>
Proof of ID and Right to Work in the UK	<p>All candidates invited to interview must bring with them:</p> <p>Current UK passport showing you are a British Citizen OR</p> <p>Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland OR</p> <p>Full birth or adoption certificate issued in the UK, dated within 12 months of birth.</p> <p>And where possible</p> <ul style="list-style-type: none"> ● An official document giving your permanent National Insurance Number. ● If applicable, your Marriage Certificate or official documentation showing a change of name. See Qualifications below ● If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced. <p><i>At least one document must be photographic proof of ID.</i></p>
Educational/ professional qualifications	<p>Qualification Certificates as listed on your application form.</p> <p>If the certificate is in your maiden name then a marriage certificate must be produced.</p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body.</p>
Proof of current address	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>

Senior School (11-18 years) at Princethorpe College

Junior School (4-11 years) at Crescent School

Junior School and Little Crackers Nursery (2-11 years) at Crackley Hall



The
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