



St Michael's Prep School
The Joy & Wonder of Learning



Early Years Practitioner After School Club

Term Time Only, Part-Time 3.30pm to 6.30pm
Monday to Friday or
two roles 2 / 3 day split

Salary:

Unqualified £5,850.50 (£21,180 FTE)

Level 3 NVQ £6,796.58 (£24,605 FTE)

Application deadline:

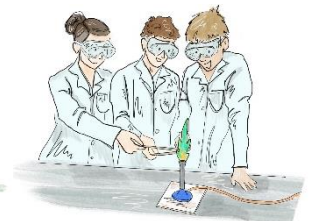
Monday 19th June 2023 at 9.00am

Start date:

September 2023

Interviews:

Week commencing 26th June 2023





Working at St Michael's Prep School

St Michael's Prep School is a co-educational day school, rated 'Excellent' by the Independent Schools Inspectorate (ISI) in the last inspection. We have recently celebrated our 150th anniversary and provide a wonderful learning environment to approximately 480 children aged 2-13, enjoying a beautiful location, overlooking one hundred acres of land. Our state-of-the-art Pre-Prep building sets each child on a learning journey that is rich, active, and inspiring. Children continue into the Prep School, taught by a large number of specialist professionals who work throughout the school to provide a rich array of curricular and co-curricular opportunities.

We have an exciting opportunity to take on the role of Early Years After School Teaching Assistant. We run a very popular after school club (The Hive) and our parents are keen to have a similar offering for our youngest children. These are our Nursery and Kindergarten Pre-schoolers. Aged between 2 and 4. We are looking for adults who enjoy working with this age range. Adults who are full of fun and enthusiasm and very practical. We envisage the children having free flow play and eating tea before their parents collect them at 6pm. You will be working closely with our Hive After School Manager.

We can offer you:

A first-class working environment within a welcoming team, modern and well-maintained IT infrastructure; a teacher laptop (where appropriate); supportive colleagues; competitive salary; small class sizes; free meals provided during term time; free parking on site; sick pay scheme; annual salary review; automatic enrolment in the teachers' pension scheme (TPS) for teaching positions, and our support pension scheme for all other staff (both subject to scheme criteria) and opportunities for continuous professional development.

We believe in providing a rounded education where children can pursue their passions, challenge themselves and enjoy a creative and innovative environment. We are continually looking for ways to improve our curriculum and facilities, making them more vibrant, inspiring and in step with our ever-changing world.

Our school motto: *perseverantia, sapientia, gratia* (perseverance, wisdom, and gratitude) encapsulates our ethos of striving for success and using our skills to make a difference. These values are instilled daily throughout the St Michael's journey for our pupils, and we strongly believe that to teach our children about the importance of life-long learning, we must first model this ourselves.

St Michael's actively manages the inclusion of its people and values diversity, believing that our different ways of being and thinking adds value to our school community. We are committed to creating and sustaining a more ethnically diverse workforce. In this regard, we welcome applications from people of all backgrounds who share our values in this area.





If you would like to apply for this role, please send a completed staff application form (teaching application for teaching roles and the support application for all non-teaching staff) and equal opportunities form. All forms are downloadable from our website together with a covering letter all in **word or PDF format**, explaining why you are the ideal candidate for this role to:

Enquiries and informal visits welcome

Carol Hughes, HR Manager at:

recruitment@stmichaels.kent.sch.uk

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must undergo child protection screening, including checks with previous employers, online presence checks and and Enhanced Disclosure and Barring Service check.





Job Description – Early Years Practitioner for After School Club

Purpose of job:

To care and provide activities for our Pre-school children at the end of a busy day until they are collected by their parents.

Line Manager:

The After School Manager

Responsible to:

- The Head
- The Governing Body
- The Head of Pre-Prep
- The Head of Pre-School

Other key relationships:

- External agencies
- Parents

Key responsibilities:

- To care for and nurture our youngest children aged 2 – 4
- To plan and prepare fun activities for the Pre-school children
- To engage our young children in purposeful activities
- To prepare basic food for tea and feed the children
- To follow all dietary requirements children may have
- To follow any toilet training pattern and change nappies as appropriate
- To liaise with parents at pick up about the child passing on any significant information
- To book in children for additional sessions as required
- To work closely with our Hive After School Manager
- To clearly record any injuries or safeguarding issues
- The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.





Person Specification:

Overview

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will demonstrate a love of working with young children. They will be both creative and practical. A good team player who is an excellent communicator. Able to make quick sensible decisions and make the last couple of hours at school even more exciting than going home!

Essential Qualifications:

- Eligible to work in the UK
- Level 3 Early Years qualification
- Food Handling certificate
- Paediatric First Aid certificate

Essential Experience:

- Previous work with young children

Desirable Experience:

- Previous work with Pre-school aged children
- Nursing
- Catering
- Children's entertainer!

Personal attributes:

- A positive, can-do attitude
- A sense of humour
- Empathetic to young children
- Confident and organised
- Sympathetic with the Christian ethos and values of the school

