St Michael's Prep School

The Joy & Wonder of Learning

After School Early Years Assistant

Salary: £23,087.70 (Pro Rata Full Time, Term Time + INSET Salary £17,521.92)

Actual salary £6,570.72

To start: ASAP

Part Time: 15 hours per week

3:30pm – 6:30pm Monday – Friday

(Term Time plus INSET days)

Application Deadline: Wednesday 15th December at 9am

Interview Date: Week Commencing 10.01.2022

AFTER SCHOOL EARLY YEARS ASSISTANT

St Michael's Prep School is a co-educational day school with approximately 460 children aged 2-13, enjoying a beautiful location, overlooking 90 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.

Are you looking for a new challenge? Working in our purpose-built Pre-Prep building you will be working as part of a dynamic team providing the best care and the most wonderful play experiences for our Early Years children. We are looking for an organised, creative individual who loves enabling the children to access all areas of learning through play. The successful candidate will have an interest in how learning builds into success for our children going forward. Our Pre-Prep staff are committed to giving our children the best start in their education.

You will be expected to help plan and lead activities, working as part of the team and encouraging our Early Years children to 'have a go'. Working in our Early Years department, you will set up the after-school facility for our pre-school children to enable them to have fun before being collected at the end of the day. You will be responsible for the safety and welfare of a small group of children in our new after 'Early Years After School Club'. You will also take initiative when you see that tasks need to be completed, as well as helping to serve snacks and lunches.

Please complete an application form (non-teaching) downloadable from our website, vacancies page Join Us | St Michaels School .

Please submit your application form with a covering letter (in MS word or PDF format only) including details of the skills, qualities and experience you have, and why you would like to apply for this position to:

Mrs. Kim d'Albertanson at recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: 9am Wednesday 15th December 2021
INTERVIEW DATE: Week commencing 10th January 2022

St Michael's Prep School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

JOB DESCRIPTION: AFTER SCHOOL EARLY YEARS ASSISTANT

RESPONSIBLE TO:

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

JOB PURPOSE

- To develop and maintain the outstanding provision of St Michael's Early Years. Ensuring the smooth day to day running of the Early Years After School Club, and offering support and care to children and their families
- To ensure the well-being, happiness and success of each child in an Early Years setting
- Promote children's independence and self-esteem through enabling their success
- Work with and support the Pre-Prep staff in all aspects of the school life.

KEY RESPONSIBILITIES

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families
- Prepare materials to support children with activities
- Carry out intimate care duties (changing nappies as required and to assist with toilet training)
- Feedback to colleagues and parents all achievements and any areas of concern appertaining to the child
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs
- Maintain displays of children's work in and around the classroom areas
- Ensure that all aspects of regulation and guidance are met, and that school policies and procedures are followed
- Take an active role in the safeguarding of children at Pre-Prep at all times
- Take part in regular team meetings
- Work with parents and other professionals to ensure appropriate care and support for individual children
- Ensure the health, safety and wellbeing of children attending St Michael's through the application of risk assessments, fire drills and health and safety procedures

- Participate in ongoing training and development
- Be aware of issues of confidentiality & GDPR
- Maintain a positive ethos within the Pre-Prep and employ positive behaviour management strategies as appropriate
- Maintain effective and appropriate communication with colleagues, parents and children
- Develop and maintain a range of resources appropriate to children's ages and stages of development
- Responsible for safety and welfare of a small group of children in Early Years After School Club
- Maintain high standards of food hygiene at all times
- Set up the Early Years After School Club and leave the designated room clean, tidy and organised ready for the next day
- Ensure safe handover of Early Years children after school and at the end of the day
- Work closely with the Wrap Around Care Manager to ensure all protocols are adhered to and procedures followed

OTHER DUTIES

The post-holder may be required to perform duties other than those given in the job description for the post. The particular 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 responsibility entailed.

PERSON SPECIFICATION

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

<u>Our staff need to be:</u>

- eligible to work in the UK
- passionate about working with children
- committed to excellent provision for all children
- great communicators
- organised
- proactive
- efficient
- reliable
- flexible
- great team players
- computer literate
- good at using their initiative
- able to implement policies and carry out related paperwork tasks

Our Early Years Assistants need to have:

- a warm and encouraging manner
- a sense of humour
- relevant Early Years qualifications NVQ3 or equivalent experience
- strong literacy and numeracy skills (GCSE Grade C or above in English and Maths)
- experience of working with Early Years children
- the ability to form and maintain suitable relationships and personal boundaries with children
- the ability to instil confidence in parents about the care of their children
- use specialist curricular knowledge to support all children's learning
- a respect for the confidential nature of the post
- imagination, creativity and lots of energy
- energy, patience and initiative
- an enhanced disclosure via the DBS (which the school would facilitate)

It is desirable for our Early Years Assistants to have:

- Level 1 Safeguarding Training (this can be facilitated by the school if not held)
- First Aid / Paediatric First Aid Certificate (this can be facilitated by the school if not held)
- Food Hygiene Level 1 Qualification (this can be facilitated by the school if not held)

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"At St Michael's we work as a team: teachers, pupils and parents."

-Deputy Head of Pre-Prep