



# Saint Nicholas School

Old Harlow Essex





## PRE-SCHOOL KEY WORKER

### Required September 2020

As part of Saint Nicholas School's commitment to providing affordable, quality care to children in the community the school opened Little Saints Pre-School in September 2014, for children from 2 ½ years old.

The pre-school is open term time and offer children full and part-time places, subject to availability. Morning and afternoon sessions are offered separately. The breakfast club from 7:30 am and after-school club until 6:00 pm are both offered on an ad hoc basis.

### The successful applicants

The School is seeking to appoint two well-qualified and highly motivated practitioners to join our team – one permanent and one to cover maternity leave until July 2021.

The successful applicants will help to plan, lead and organise a varied and rich curriculum that delivers the EYFS ensuring all learners are challenged, motivated and engaged. We are seeking a highly professional candidates who are able to demonstrate excellent levels of communication with all stakeholders and articulate the attributes of the Saint Nicholas School ethos.

Deadline to apply: 14<sup>th</sup> August at midday, interviews will take place the following week. Only applications submitted on an official application form will be considered.

### Terms & conditions

We are looking to employ a permanent full-time key worker, plus an additional key worker to cover maternity leave until July 2021.

- Full-time, school term time plus one additional week at the start and end of the summer break, 37 weeks plus 4 weeks paid holiday giving a total of 42 weeks paid annually (the maternity cover post is for 41 weeks and only the week at the start of the summer break will be worked).
- Full-time hours will be 37.5 hours per week. The Pre-school will be open for 10 ½ hours daily, from 7:30 am to 6:00 pm. The Pre-school Manager will be responsible for arranging a staff rota to ensure adequate cover during the setting's opening hours. The ability to be able to work flexible hours will be advantageous.
- The salary will be NA15, which, paid for 42 weeks equates to £15,180.57. The maternity leave cover is for 41 weeks and the salary equates to £14,819.
- You may contribute to a Pension Scheme and the school will contribute the statutory employer's contribution to this scheme if you choose to join.
- There is a generous fee remission for children of members of staff of up to 50% (for full-time staff) of the full fees provided their children meet the school's usual entry requirements.

## SCHOOL'S HISTORY & BACKGROUND

Saint Nicholas School was founded in 1939 with a total roll of 7 pupils. By 1977, the pupil roll had increased to 140 and at this time the school moved from its modest premises in Mill Street, Churchgate Street, to the current location at Hillingdon House. Today, Saint Nicholas is a thriving independent coeducational day school catering for approximately 460 pupils aged from 2 ½ to 16.

The school is situated in delightful gardens and grounds which extend to more than 14 acres. Lower, Middle and Upper Schools are each housed in their own area, within close proximity of each other, enabling good access to shared facilities. The School is very well equipped with specialist classrooms, science laboratories, technology areas, ICT rooms, and libraries. Sports facilities include extensive playing fields, tennis courts, a heated swimming pool, a sports hall and a theatre.



# PRE-SCHOOL KEY WORKER

## CORE PURPOSE

To provide a high level of care and play and educational activities to support the all-round development of the children who attend the pre-school.

## KEY RESPONSIBILITIES

### Pastoral care

To ensure that you are providing a high level of care to each individual child.

To be responsible for:

- contributing to the recording of all reports and records according to the school's policies and procedures
- following the correct procedure to ensure that the children are collected by person/s authorised to do so by the parents
- helping prepare and facilitate a wide range of activities and experiences to promote the interest and development of the children
- helping to ensure the setting meets the needs of children and families from all cultures and religious backgrounds.

### Educational activities and play

To ensure that you are providing a high level of play and educational activities in line with the planning to help promote the individual development of each child.

To be responsible for:

- contributing to the planning to provide a programme of activities and experiences to promote interest and support development of the children, in line with the EYFS
- helping ensure the curriculum is inclusive and caters for the varying needs and developmental stages of each child
- supporting the team with the key worker system by carrying out observations with the children you are working with.

### Working with the team

To work under the guidance of senior staff and with other colleagues to promote good team relationships and to help implement the daily routine.

To be responsible for:

- fulfilling the role of the key worker, preparing developmental records and updating information on the child and family as required
- working under the guidance of senior staff, both in your room and in other areas of the pre-school
- working as part of a team with your colleagues supporting other staff and sharing information as appropriate
- using your initiative and working in a flexible manner offering assistance where it is needed to help all areas of the pre-school to run safely and smoothly
- undertaking other tasks including domestic duties
- respecting senior staff and managements decisions at all times, voicing your opinions in an appropriate fashion
- ensuring that all visitors are welcomed and supported.

### Parental involvement: managing relationships and sharing information

To build strong parent/carer relationships through day to day liaison with parents.

To be responsible for:

- actively encouraging the involvement of parent/carers at all levels in the pre-school, including regular reviews and reports of children's progress
- delivering childcare in a way that meets the parent's/carer's needs and working in partnership with them providing high levels of customer care at all times



- building sound relationships with families and encouraging partnership working
- attending parents evenings, workshops, fun days, open mornings and staff meetings.

### **Child welfare**

To ensure that the pre-school and your practice complies with the Early Years Foundation Stage, the welfare requirements and Every Child Matters Outcomes.

To be responsible for:

- ensuring that the children's welfare is maintained at all times and assisting in providing for their health and hygiene needs
- helping to provide for the dietary needs of the children ensuring that specific and appropriate diets are available as necessary
- maintaining high levels of health and safety standards at all times. Ensuring that all relevant paperwork such as health and safety checklists and garden headcount checklists are completed as directed
- gaining an understanding of the Early Years Foundation Stage, Welfare requirements and Every Child Matters outcomes helping to ensure that all statutory regulations are upheld
- ensure that confidentiality is maintained at all times and that all information on the child and family is dealt with and stored in a confidential manner, always seeking direction as appropriate
- ensuring that all child protection procedures are followed at all times and concerns are reported to your senior immediately
- ensuring that all health and safety concerns are reported to the member of staff responsible for health and safety.

### **Professional duties**

To undertake any other duties deemed necessary that could impact on the working environment and the care of the children.

To be responsible for:

- ensuring that you act as a role model for other staff
- leading by example and supporting less experienced staff as required. Mentor less experienced staff by providing peer observations and constructive criticism
- undertaking other duties as deemed necessary by the management team and working across the whole pre-school as required
- attending out of working hours activities as necessary in order to support you, the children, other staff and the school as a whole
- attending relevant training as necessary and striving to develop your role
- striving to maintain the high profile of the pre-school at all times and ensuring that our mission of "Providing children with the very best start to help build young lives" is achieved.

### **Professional development and appraisal**

To be responsible for:

- the need to take responsibility for your own professional development
- identifying areas for own CPD and working alongside the Headmaster to target areas for own development
- undertaking professional duties that may be reasonably assigned by the Headmaster e.g. training courses
- taking part in regular appraisals, lesson observations and supervisions.

## **CONTRIBUTION TO SCHOOL LIFE**

### **School events**

- Demonstrate support of the Friends organised events, including attending the Christmas and Summer Fetes which take place on Saturdays.
- Attend two Saturday Open Mornings

Please note that the list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and as a term of your employment you may be required to undertake various other duties as reasonably required.



## PERSONAL SPECIFICATION

	Essential Criteria	Desirable Criteria	How Assessed
Qualifications	<ul style="list-style-type: none"> <li>• A relevant level 3 qualification in early years</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Basic Food Hygiene</li> <li>• Basic health and safety</li> <li>• Evidence of commitment to ongoing personal and professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Certification</li> <li>• Application Form</li> <li>• Interview</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum of 2 years working within a childcare setting</li> <li>• Providing care and education to children with a wide range of needs and abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in the independent sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Excellent understanding of the needs of young children</li> <li>• Thorough knowledge of the Early Years Foundation Stage, including the Welfare Requirements</li> <li>• Safeguarding children issues and procedures</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to observe and assess children's development</li> <li>• Have a warm and positive approach to children</li> <li>• Ability to develop good working relationships with parents and other service providers</li> <li>• Ability to co-operate and adhere to health and safety policy, practices and instructions</li> <li>• Flexibility including the ability to cope with changing needs and demands</li> <li>• Able to work on own initiative and manage own workload</li> </ul>	<ul style="list-style-type: none"> <li>• Record keeping and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>