



NURSERY & KINDERGARTEN ASSISTANTS

ANNUAL SALARY:

**£14,000 - £16,348 PER ANNUM
30-40 HOURS PER WEEK, 5 DAYS
TERM TIME ONLY**

ACTUAL PAYABLE SALARY FOR 30HRS

£10,500 - £12,261 PER ANNUM

TO START: SEPT 2018

NURSERY & KINDERGARTEN ASSISTANTS

St Michael's Prep School is a co-educational day school with 440 children aged 2-13, rated as 'Excellent' by ISI in March 2017, 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 40 nursery/kindergarten 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 transition into Reception. enabling the children to access all areas of learning through play. 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 2 to 4 year olds to "have a go". You will also take initiative when you see that tasks need to be done, help serve lunches, and of course wipe noses!

Please send applications to Nicola Holland, HR & Compliance at
recruitment@stmichaels.kent.sch.uk.

APPLICATION DEADLINE: Friday 1st June 2018

INTERVIEWS TO TAKE PLACE: W/C 4th June 2018

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

RESPONSIBLE TO:

- Head of Nursery/Kindergarten
- Head of Pre-Prep
- The Head
- Governing Body

JOB PURPOSE

- To develop and maintain the outstanding provision of St Michael's Nursery & Kindergarten. Ensuring the smooth day to day running 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 their learning.
- Act as a key worker for a specific group of children
- Feedback to colleagues and parents all achievements and any areas of concern pertaining 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.
- Maintain accurate records on the children in your care.
- Participate in ongoing training and development.
- Be aware of issues of confidentiality & the new expectation of 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.
- Maintain high standards of food hygiene at all times.

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 young people and expects all staff and volunteers to share this commitment.

Our staff need to be:

- 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 nursery/kindergarten assistants need to have:

- a warm and encouraging manner
- relevant 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)
- a sense of humour

It is desirable for our nursery/kindergarten assistants to have:

- Level 1 Safeguarding Training



STAFF VACANCIES AT ST MICHAEL'S PREP SCHOOL

- Paediatric First Aid Certificate
- Food Hygiene Level 1 Qualification
- Early Years Qualification