



# ST EDWARD'S PREP

A WISHFORD SCHOOL



**EARLY YEARS ASSISTANT**

**CANDIDATE PACK**

# INTRODUCTION

## The School

St Edward's Prep School & Nursery has been providing first-class education for children in Reading for over 70 years. Our school has an excellent reputation for the quality of its teaching, small class sizes, academic rigour and the traditional values we encourage in a warm and caring environment.

Teaching is tailored to the individual child and, as a result, our pupils achieve great things, academically, on the sports field and in the performing and visual arts. For more information on the school, please visit

[www.stedwardsprep.com](http://www.stedwardsprep.com)

## Wishford Schools

Wishford Schools is a small, friendly group of schools in the South of England. Our schools aim to provide an excellent education, giving every child the opportunity to shine. Our standards and expectations are high, and our staff and pupils are challenged and supported to give their best. Whilst sharing a common ethos, each of our schools is different and enjoys autonomy, while benefiting from the support and opportunities that membership of our group brings. We invest in the professional development of our staff, providing opportunities for career advancement within the group for the most able of our team. For more information about the group, please visit

[www.wishford.co.uk](http://www.wishford.co.uk)

## Letter from the Head

Thank you for your interest in our Early Years Practitioner position at St Edward's Prep.

We are looking to appoint a dynamic and ambitious Early Years Assistant to join our exciting and growing Little Griffins Nursery. The chosen candidate will have the opportunity to be involved in planning across the different age groups (currently two rooms), build positive relationships within their highly skilled team, and support us in expanding the nursery, including the planned opening to two-year-olds in the next academic year.

Our ever-growing nursery is set within a highly regarded prep school, where independent discovery, enjoyment, and providing each child with opportunities to excel and shine are at the heart of our ethos. Located in the centre of Reading West, the Early Years Assistant will form part of our Nursery team and support our school in offering excellent education to its children.

While the role is currently part-time, with mornings only, there is the potential for growth as we prepare to welcome two-year-olds in the new year.

Thank you for taking the time to apply for this position. I look forward to meeting you soon.

Best wishes,

Jonathan Parsons  
Headteacher

## Contact Details

If you have any queries, adjustments or would like further information, please do not hesitate to contact [Anrike.Bryant@stedwardsprep.com](mailto:Anrike.Bryant@stedwardsprep.com)

**St Edward's Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.**



# KEY INFORMATION

**Reports to:** Head of EYFS

## Hours, Salary & Benefits

Hours: Permanent, full time role, term time or year round role.

Level 3 in Early Years Education required

Salary: £12.60 - £13.10 per hour/£26,208.00 - £27,278.00 pa FTE depending on qualifications and experience

Benefits:

- 5% employer pension
- EV scheme with Octopus
- Cycle to work scheme
- Means tested staff discount
- Complimentary lunches
- 25 days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down

## Application Process

Applicants should complete the school's application form and submit this by email to Anrike Bryant, at [Anrike.Bryant@stedwardsprep.com](mailto:Anrike.Bryant@stedwardsprep.com)

You can apply via TES - [link here](#), or use our Application Form, which can be found on our website - [link here](#).

There is no need to send us a CV or letter of application as all details are on the form. However, particular attention will be given to any relevant experience and your personal statement that should include information about your approach to guiding and helping young children develop, your reasons for applying and how you are suitable for the role.

We reserve the right to close the vacancy early if we receive a high number of applications. Early application is encouraged.

## Teaching and Learning Responsibilities

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To provide exciting, interesting learning opportunities and provision for pupils to discover the world for themselves.
- To provide opportunities for fun and enjoyment within the nursery that support in developing each pupils love of learning.
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas.
- To follow the EYFS Framework in order to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.
- To support with planning for each week
- To assist in any review of schemes of work.
- To, with supervision, assess and record pupils' progress.
- To liaise with the Nursery Lead and SEND Teacher regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To participate in 'Inset' Days and training courses.

## Organisational Responsibilities

- To uphold and ensure a high standard of care throughout the nursery.
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and positive and constructive feedback.
- To prepare reports as necessary for key children's attainment and the analysis of performance in the setting.
- To maintain children's records to a high standard with due regard to confidentiality.
- To assist staff in carrying out observations and evaluations of children's activities.
- To maintain personal contact with parents through meetings, open days and informal conversations when needed.

# JOB DESCRIPTION

**Reports to:** Head of EYFS

## Person Specification

The successful candidate will have the following skills, experience and qualities:

### Essential:

- Nursery Nursing qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3
- To have a good knowledge of the EYFS Framework
- The ability to build positive and meaningful relationships with our youngest children
- Committed to safeguarding and promoting the welfare of children
- Be professional, polite and positive in all verbal with staff, parents and children at all times
- A commitment to develop and grow professionally
- An excellent Team player excited to contribute to our nursery and the wider school community

- A confident and capable practitioner
- A confident and sensitive communicator with both adults and children
- To adhere to the school's values and ethos
- To display professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration
- Have excellent organisational and time management skills
- Have the ability and passion to ensure the delivery of superb care and education
- A good standard of written, oral and IT skills

### Desirable:

- Knowledge of Tapestry as a means of tracking pupil progress and communicating with parents
- Valid Paediatric First Aid Certificate
- Knowledge/experience of the independent school system

