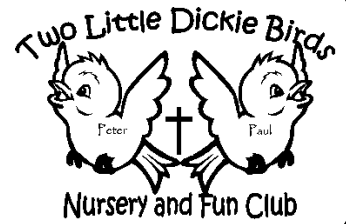




Nursery Manager: Donna Southgate
Email Address: DonnaMSouthgate@aol.com
Telephone Number: 07811 973 027
Address: Northumbrian Road, Cramlington,
Northumberland, NE23 6DB
<https://www.st-paulspreschool.co.uk/jobvacancy>



Dear Applicant,

Re: Learning Support Assistant job vacancy

Thank you for your interest in applying for the position of Learning Support Assistant at our nursery. We are looking for applicants who have a passion to work within early years and are committed to delivering 'Outstanding' education and care to every child and family.

Please find the following information in this document

- Job Description
- Person Specification
- Additional information relating to the role

Application forms are available to download on our website both in Microsoft Word format and as a PDF. Please return a fully completed application form for my attention and return via email to DonnaMSouthgate@aol.com or post to the address above.

Alternatively, you can apply directly using our Google Form (link on our website)

You can find out more about our provision and what we offer by visiting our website at <https://www.st-paulspreschool.co.uk> / <https://www.twolittledickiebirds.co.uk>

Should you require any further information or have any queries please contact myself via email in the first instance.

We look forward to hearing from you.

Yours faithfully

Donna Southgate
Nursery Manager

Example of working contract for a similar position

St Paul's Preschool and Two Little Dickie Birds

Section A: Duties of the Learning Support Assistant

Job Purpose

To be an integral part of the team, providing high quality childcare and participating in the planning of and implementing of a diverse curriculum. To be committed to child development and employ a holistic approach to practice when meeting the needs of each child.

Reports to: Nursery Manager

Duties and Responsibilities:

- Liaise on a daily basis/regular basis with other staff, including the manager, to ensure routines are planned for and delivered effectively including staff handovers to give children continuity throughout their week in our provision.
- Ensure that the care, learning through play, physical and emotional welfare and the Health and Safety of the children remain the highest priority at all times.
- Ensure that the development of each child is recognised, recorded and shared appropriately with parents and colleagues.
- To plan a diverse curriculum that meets the needs of all children and involving the wider team in this process. Using key Early Years documents to assist in planning and ensuring all provision meets the statutory requirements set out in the framework.
- Ensure that identified staffing ratios are maintained and are adapted within specified guidelines according to the nature of the activity and the environment in which it is being delivered.
- Assist with the support and development of new staff, volunteers and students.
- To provide a safe and stimulating learning environment where every individual is valued and ensure that security is maintained.
- Ensure Safeguarding is given a high priority following our policies and procedures correctly.
- Promote positive social interaction and relationships with children.
- Promote and encourage parental partnerships with families.
- To attend any training courses, conferences and nursery meetings as directed by the manager, some of which may be outside of the normal working hours.
- To continually update knowledge of current childcare issues, legislation and practices.
- To ensure you act in the interests of your own safety and the safety of others at all times.
- To follow our Health and Safety policy and report any concerns to the manager.
- Anything else reasonably requested by the nursery manager.

Section B: Person Specification & Key Competencies

Personal Attributes

- A genuine enthusiasm for the care and education of young children.
- The ability to communicate effectively (both written and oral) is essential for this role.
- Ability to motivate self and others.
- A flexible approach to the work of the organisation.
- Can add value to a team and take responsibility when required.

Qualifications/Experience

- Minimum of NNEB or NVQ3 or equivalent childcare / early years qualification
- First aid qualification (or willingness to train).
- Basic knowledge of health and safety.

Section C: Additional Details

1. Salary:

The hourly rate for this post is £12.25 an hour payable to an experienced candidate with a current and recognised Level 3 'Early Years' qualification.

2. Hours of Work:

This is a variable hour contract, initially at 20 hours per week. Exact shift pattern to be discussed with nursery manager. Additional weekly working hours may be available.

3. Induction Period Between 3-6 months.

4. Holiday entitlement:

You will be entitled to paid annual leave, pro-rated to hours you are contracted to work.

5. Pension Entitlement

This post is eligible for membership of the setting's pension scheme.

6. Period of Notice Offered and Required

1 week both ways during your induction period and thereafter 1 month notice both ways.

7. Condition of Employment

Satisfactory references, DBS disclosure, Health declaration and Declaration of criminal convictions.

8. In Service Training

The setting is committed to staff training at all levels and actively encourages participation.

9. Location of employment

This role is based at Two Little Dickie Birds / St Paul's Preschool located in Cramlington NE23 6DB.