



**Inspire, Transform, Together**



## **RECRUITMENT PACK**

**Childcare Worker  
St Ives Primary & Nursery School**





# Welcome to The Heath Academy Trust

## and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

### **This recruitment pack includes:**

#### **Our School**

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stivesprimary.com/>

#### **Job Advert and How to Apply**

Please ensure that you complete the application form that accompanies the advert on Dorset for You, providing email and telephone contact details for all referees. Completed application forms should be returned to the school office via email to [office@stivesprimary.com](mailto:office@stivesprimary.com)

#### **Job Description and Person Specification**

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

#### **The Trust's Vision Statement and Values**

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

### **General Information**

#### **Equal Opportunities**

The Heath Academy Trust and St Ives Primary & Nursery School are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

#### **Safeguarding**

The Heath Academy Trust and St Ives Primary & Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

#### **Visits to the School**

Visits to the school are warmly welcomed and encouraged. Please contact our school office on [01425 475478](tel:01425475478) to arrange your visit or to discuss the post further.



# St Ives Primary & Nursery School

**“Inspiring bright futures and minds.”**

St Ives Primary & Nursery School is an extremely happy school, providing a caring environment in which each individual is truly valued. A dedicated, well-qualified teaching staff provides an excellent education, whilst a wealth of extra curricular opportunities helps children to develop their talents to the full. At St Ives, high expectations underpin all that is undertaken. Forward looking in our approach, we are committed to preparing young people for an ever-changing world.

We want our children to feel cared for and valued and, in turn, to care for and value others. We want all the children here to feel really good about themselves because we know that happy, confident children will both do the best they can, and be the best they can.

The beautiful location and excellent facilities play their part too, but it is the quality of relationships throughout the school that creates such a welcoming environment, for children and parents alike.

The staff and children promote these values through our school moto:

**Inspiring bright futures and minds.**

Respect, Teamwork, Manners, Resilience, Happiness, Unique, Independence, Aspiration



# Job Advert



<b>Job Title:</b>	<b>Childcare Worker</b>
<b>School Name:</b>	St Ives Primary and Nursery School
<b>Location:</b>	Sandy Lane, St Ives, Ringwood, BH24 2LE
<b>Contract Type:</b>	Fixed Term to 31-Aug-2024, with the possibility to extend 31.25 hours per week, term time only
<b>Salary Range:</b>	Dorset Grade 4, SP4 to SP5 (£24,404 to £24,790 FTE)
<b>Pension:</b>	Local Government Pension Scheme
<b>Contact:</b>	Laura Crossley – Head Teacher E: <a href="mailto:office@stivesprimary.com">office@stivesprimary.com</a> T: 01425 475478
<b>Closing Date:</b>	<b>Friday 29 November 2024 (midday)</b>
<b>Interview Date:</b>	TBA
<b>Start Date:</b>	With immediate effect

The Heath Academy Trust and St Ives Primary and Nursery School are seeking to appoint a full time member of staff to join our early years team and work in our nursery. We are seeking an **enthusiastic, hardworking and flexible** individual who is committed to working with our school aims and aspirations. The ideal candidate will hold at least a level 3 (or above) qualification in Early Years and have some experience of working in childcare or education. An Early Years degree is advantageous.

The successful candidate must be able to use their initiative, demonstrate excellent verbal and written communication and liaise in a professional manner with colleagues, children, parents and other professionals. A sound and up to date knowledge of the EYFS, planning and assessment is essential.

Ideally we are looking for someone who is able to work for 31.25 hours per week, term time only – with the flexibility to cover additional hours as needed. However, we can be flexible with the hours per week for the right candidate. Some of the contracted hours will be through our extended school services, working with children from Nursery to Year Six.

### St Ives Primary and Nursery School can offer you:

- The chance to work in a small, friendly primary school set in a beautiful location
- The opportunity to work with committed experienced colleagues

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 475478** to arrange your visit or discuss the post further. Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: [www.stivesprimary.com](http://www.stivesprimary.com).

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought prior to the interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

# Job Description



<b>Job Title:</b>	<b>Childcare Worker</b>
<b>Location:</b>	St Ives Primary and Nursery School
<b>Reporting To:</b>	Head Teacher
<b>Hours:</b>	31.25 hours per week, term time only
<b>Salary Range:</b>	Dorset Grade 4, SP4 to SP5 (£24,404 to £24,790 FTE)

## Main Purpose of Job:

The main purpose of the role is to work as part of a team to provide a safe, secure and stimulating learning environment in order to secure excellent rates of progress in learning and development.

## Main Duties & Responsibilities

- To work with the nursery team to plan a curriculum in line with the EYFS in order to maximise the learning and development of each child
- To prepare activities and organise the environment for each session
- To carry out planned activities or activities directed by the teachers
- To keep records and undertake assessments for individuals and groups of children
- Liaise with parents to become partners in securing high quality education
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment
- Be a member of the school team
- Read, discuss, understand and implement school policies
- Undertake appraisal for self and others
- At some times it may be necessary to work in other classes in the school to assist the class teacher with learning, assessment and supervision
- To plan and delivery stimulating after school activities

## Knowledge and Skills

- To hold a Level 3 qualification in Childcare or Supporting Teaching and Learning in Schools
- To have a detailed understanding of child development and relevant experience of working with children in a school or nursery setting
- Be committed to undertake further training as required
- To act on own initiative in order to make decisions
- To have the ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively
- To be aware of the need for confidentiality
- Be aware of the management systems in place for the provision of high quality nursery education and liaise with/take direction from the pre-school leader/manager

## Supervision and Management

- Day to day supervision will be provided by the nursery teacher. There will be times when direct supervision is not available, and the post holder should be able to continue to secure high standards
- The nursery school operates in line with the primary school under the leadership and management of the head teacher

**Decision Making**

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the children in relation to their education, activities, behaviour and care
- Make immediate decisions in relation to care, control and safety of children

**Working Environment**

- Part of the working day is spent standing, with periods of crouching/bending to engage children in activities
- There may be the occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene

# Person Specification



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Criteria	Essential	Desirable	How Identified
<b>Education/Qualifications</b>			
NVQ3 qualification	✓		Application form
Willingness to undertake further training		✓	
5 GCSEs including English and Mathematics to grade C or above (or equivalent)		✓	
<b>Experience</b>			
Experience of working in a child care or school setting	✓		Application form & references
Experience of working in an outstanding child care or school setting		✓	
<b>Attributes</b>			
Calm, patient, caring, firm, fair, adaptable, confidential	✓		Interview
<b>Inclusion</b>			
Commitment to inclusion for all learners	✓		Application form & interview
Experience of children with SEN or EAL		✓	
<b>Teamwork</b>			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range		✓	
<b>Safeguarding</b>			
DBS enhanced clearance (post interview)	✓		Application form & references
Safeguarding training and an understanding of safer working practices		✓	
<b>Communication</b>			
Good verbal communication skills with parents/carers and other professionals	✓		Application form & interview
Good written communication in standard English	✓		
Knowledge and experience of IT programs to support learning and communication		✓	
<b>Curriculum and Learning</b>			
Understanding of the EYFS curriculum and assessment	✓		Interview
Understanding of the primary National Curriculum		✓	

# Our Vision Statement and Values

## Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

## Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

## Our Values

- Inspire
- Transform
- Together

