Howe Green House School
Great Hallingbury, Bishop's Stortford, Hertfordshire CM22 7UF
Telephone (01279) 657706 Fax (01279) 501333
Headmistress: Mrs Deborah Mills B.A. (Hons) Q.T.S.

AFTERNOON ASSISTANT

Howe Green House is committed to the protection and safety of its pupils and follows safer recruitment practice. If called for interview you will need to bring your driving licence, passport or other photographic ID and original examination documents or certificates for verification. The interview will also assess your suitability to work within a school environment and will include questions relating to safeguarding and promoting the welfare of children.

Howe Green House School was founded in 1987 by the founding Headteacher and a group of parents and staff. It is run as an educational trust and parents are able to become members of the company. All monies received from fees etc. are ploughed back into the school to provide for future development and the day to day running of the school.

The school is a member of the Independent Schools Association. It caters for children from 3 - 11 years of age in a beautiful countryside setting. Acorns Nursery has separate nursery provision within the school grounds and caters for children from 2 years old. A large number of these children then go on to join the Kindergarten at the age of 3 years.

This is an exciting opportunity to join our successful school and nursery with this newly created role of Afternoon Assistant.

Lunch Cover – Main School

Hot and cold lunches are prepared off site by our caterers and delivered to the School each day. There is a daily choice of hot, cold or vegetarian lunches which the children have chosen in advance. The kitchen assistants then plate up the cold lunches and serve the children who have chosen hot meals when they are invited to collect their meal from the servery. Each day a dessert or fruit option is also available which has been chosen in advance. Some fruit will require cutting up prior to serving.

Pre-Prep

The pre-prep children come into lunch at midday and are supervised by a mix of lunchtime assistants and teaching staff who help the children whilst they eat their lunch, cutting up food, ensuring good manners and consideration for others. Not all children are good eaters and therefore we work hard on encouraging them to eat more. Plates are cleared by lunchtime assistants. Following lunch the children go out to play where the assistants walk round and interact with the children during this time.

Prep Department

Prep Department play is from 12 – 12.30pm lunchtime assistants walk round interacting with the children ensuring safe play and help where required using play equipment. The children in the prep department go in for lunch at 12.35pm. The assistants ensure the children all have water and the correct lunch, are well behaved, have good manners and show consideration for others. Once again there are children who are not good eaters who need to be encouraged to eat more. Children clear their own plates and cups away once they have finished.

Nursery Assistant Role

Under the direction of the Head of Pre-Prep, the successful applicant will be responsible for the care and welfare of the nursery children and to assist the Nursery Manager in the education process.

The main areas of responsibility are:

- **a. Manager/Deputy Manager Support** - to provide a full range of stimulating activities for children as part of their physical, intellectual, emotional and social development. To encourage the development of language and speech, including the provision of additional assistance and support for those children with Special Educational Needs. To take a wide interest in all subjects and develop a practical knowledge of a range of creative skills. To be actively involved in the discussion and development of school policies and practice in line with Development Matters, Early Learning Goals" 0 – 5 Foundation Stage and leading towards the National Curriculum Key Stage 1. To assist the Nursery Manager with general duties.

- **b. The Curriculum -** to encourage individual pupil development by adapting provisions according to needs; by monitoring and recording progress; and actively participating in the provision of all aspects of the curriculum - including music, games, computers, P.E., art and craft, social training etc. To help maintain and update records of the children's development and achievements in their individual child profiles.

  To attend staff meetings at a time decided by the Nursery Manager in order to assist in the planning of the curriculum and to contribute to the overall policies.

- **c. Care Tasks -** to attend to the health, welfare and safety of the children at all times, including external play areas, care and cleaning of toys, toileting and cleaning children when required. To assist with dressing and undressing the children. To assist with the socially acceptable behaviour of the children at all times. To attend to the physical welfare of the children and report evidence of child abuse, should it occur, to the Manager/Deputy Manager, to dress minor wounds according to school first aid policy, dealing with epileptic seizures, assisting children with breathing difficulties and other specific conditions subject to appropriate instruction being given.

To encourage and foster close relationships with children and their parents, offering help and guidance where appropriate.

After School Care – Manager

The provision is located in a self contained unit. The main entrance to the building is kept locked and any visitors must ring the bell and await admittance. There is a telephone with access to internal extensions and to an outside line. The garden area is completely secure with a high fence and locked gates. There are two adults on duty at all times.

The After School Care Facility is available to all children to attend from the Kindergarten through to Year 6. Snack is served when the children first arrive, normally comprising of toast, waffles and fruit , following which a range of theme based activities are offered. This regularly includes painting, drawing, doh craft, basic cookery, use of iPads etc..

The successful applicant must complete a plan of theme based activities on a weekly basis, which should be interesting, imaginative and fun.

The Manager and an assistant set up and clear away snack time and equipment used during the session.

A register system is in place which records collection times and the name of the person collecting the child or children which then forms the basis for invoicing parents.

As Manager of the facility the successful applicant must by qualified to NVQ Level 3 in Early Years Care & Education or equivalent and will be required to prepare work or plan activities suitable for children of all age groups. Older children may use the time to complete their homework when some assistance may be required.

Skills

The Manager will have a desire to lead a happy and purposeful team in this busy and thriving club after school.

The successful applicant will be patient and caring with good organisational skills and a good sense of humour.

The role involves daily contact with parents, nannies and other professionals and requires excellent communication skills.

The successful applicant will have contact with children, parents, Headmistress, teaching staff, social workers, health visitors, educational psychologists, speech therapists and other professional agents, as required.

The philosophy of the Nursery is a joint partnership with parents to provide a positive experience for each individual child so that their individual needs are met in a positive and stimulating environment.

Close links and partnerships with parents are seen as the central point of our school life. The main aims of the school are to encourage all pupils to build a positive self image, to become adventurous, and to develop good communication skills.

The ideal applicant must be reliable, hard working, efficient, able to show initiative and above all, must love working with children. **The role can be physically demanding and therefore a good level of fitness is required.**

The salary for this role is £12,500 and is based on the successful applicant being qualified to NVQ 3 in Childcare & Education or equivalent and working 28.75 hours Monday – Friday, term time only. Some additional working hours may be required at the beginning or end of term times for training etc. as required by the Headmistress.

No holidays can be taken during term time.

The school has received excellent reports from recent government inspections and inspections required for membership of the I.S.A. our Independent Schools professional organisation.

The school prides itself in meeting the needs of all its pupils whatever their abilities and aptitudes. We achieve high standards through our approach and the Nursery is a happy environment where staff and children can grow together.

The school requires all teaching and care appointments to be checked with the Police and with the Department for Education and Department of Health for any criminal, or other background, that might disqualify an individual from working with children. The successful candidate will therefore be asked to apply for an Enhanced Disclosure. The school may also require the successful candidate to undergo a medical examination.

The school operates a no-smoking policy.

Applicants will be informed by telephone if they are required for interview.

The purpose of the interview is to assess a potential candidate's suitability for the post and give both parties the opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information which the candidate has provided on the application form and accompanying Curriculum Vitae. Howe Green House School is committed to Equal Opportunities and a copy of our Policy is attached for information purposes.