

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.



ACORNS NURSERY 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.

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.

The successful applicant will have contact with children, parents, Headmaster, 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 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.

Pay for an NVQ 3 is £9.32 per hour with payment made on the last working day of each month. The successful applicant will be entitled to 5.6 weeks paid leave per annum. **No holidays can be taken during term time.** Initially hours will be 8.30am – 4.00pm, term time only, although there are no guaranteed basic hours and working hours may change depending on the numbers of children attending the sessions.

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.

June 2011