

## Howe Green House School

Great Hallingbury, Bishop's Stortford, Hertfordshire CM22 7UF

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Headmistress: Mrs Deborah Mills B.A. (Hons) Q.T.S.



# EARLY MORNING & PRE-SCHOOL 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 5 - 11 years of age in a beautiful countryside setting. Acorns Kindergarten has separate provision within the school grounds and caters for children on a sessional basis from 2 – 4 years old. A large number of these children then go on to join the Reception class at the age of 5 years old.

This is an exciting opportunity to join our successful school and pre-school with this newly created role of Early Morning and Pre-School Assistant working with children aged from 2 – 4 years old.

**Early Morning Club** – providing supervision for children aged from 2 – 7 year old from 7.45am to when they leave to join their classes at 8.45am. As assistant you will help to provide simple snacks where ordered by parents consisting of waffles, cereal, fruit etc. and provide age appropriate activities for the children.

## Pre-School Assistant Role

Under the direction of the Head of Pre-Prep, the successful applicant will be responsible for the care and welfare of the children in our Pre-School and to assist our Pre-School 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 Pre-School 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 Pre-School Manager or Head of Pre-Prep 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, Headmistress, teaching staff, social workers, health visitors, educational psychologists, speech therapists and other professional agents, as required.

The philosophy of the Pre-School 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 minimum qualification required is NVQ 2 in Childcare & Education and the salary for this role will be negotiable depending upon relevant experience.

Working hours are from 7.45am – 3.00pm Monday to Friday term time only. Some additional working hours may be required at the beginning or end of term times for training etc. and any additional hours 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.

**The closing date for applications is midday on 8<sup>th</sup> June 2018 with interviews likely to take place the following week.**

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.*