



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 with children and will include questions relating to safeguarding and promoting the welfare of children.

Early Years Educator / Nursery Assistant – Job Description

Must have a minimum level 2 qualification in childcare and preferably hold up to date Paediatric First Aid, Child Protection and Food Hygiene certificates.

Full-Time; term time only 08.15am – 4.30pm Monday – Friday.

Rate of pay: Depending upon qualifications and relevant experience.

Subject to references satisfactory to the School, DBS and qualifications check.

There is no closing date as it is more important to find the ideal applicant.

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 and caters for children from 4 - 11 years of age in a beautiful countryside setting. Little Oaks Nursery caters for children from 2 years old. There are a variety of buildings that form the school and nursery surrounded by over fifteen acres of grounds.

Little Oaks is looking for an enthusiastic and versatile individual to join our Nursery School as an Early Years Educator / Nursery Assistant. The successful applicant will be required to work in the Nursery with pupils between the ages of 2 – 4, providing a safe and stimulating environment for the children to develop. To ensure that health and safety and security measures are constantly maintained. To provide appropriate support to small groups and individual children.

This a combined role working 35 weeks per annum within our Nursery and then 12 weeks per annum working with 3 - 5 year olds in a proposed new Holiday Club located within the Nursery. Therefore applications are particularly welcome from those who would like to work 47 weeks per annum. Working hours would be 8.15am - 4.30pm Monday to Friday.

The post requires initiative, patience, flexibility and a desire to become part of a happy and purposeful team.

There is an expectation that anyone applying to work within the School or Nursery will have been vaccinated against Covid-19.

The school operates a no-smoking policy.

Due to the location of Howe Green House it will be necessary for applicants to have their own transport. The school checks all new appointments with the Disclosure & Barring Service previously Criminal Records Bureau for any criminal, or other background, that might disqualify an individual from working with children. The successful applicant will therefore be subject to a DBS Enhanced Disclosure. The school will also require the successful applicant to complete a medical questionnaire. Applicants wishing to apply should write in their own handwriting enclosing a completed application form which is available to download from our website at www.howegreenhouseschool.co.uk. Referees for short listed applicants will be contacted prior to interviews.

Howe Green House School is committed to an Equal Opportunities Policy.

Currently there is no closing date as it is more important to find the ideal applicant.

If selected for interview you will be contacted by telephone. It is therefore essential that a day time number is provided. Referees for short listed applicants will be contacted prior to interviews.

DUTIES AND RESPONSIBILITIES

- To provide the highest standards of quality care and education.
- To work within the framework of the Children Act, the Early Years Foundation Stage, Statutory Framework, the Nursery/School Policies and Procedures and current legislation relating to childcare.
- To implement and evaluate a plan of suitable experiences and activities for the children in your care, providing a safe and stimulating environment for the children to develop.
- To ensure that health and safety and security measures are constantly maintained.
- Preparation and maintenance of appropriate children's records, observations and learning journeys and a system of planning for individuals needs and next steps – EYE Role
- Foresee the needs of Special Needs children and give physical, emotional, intellectual guidance as appropriate and work alongside parents to give full integration in the Nursery – EYE Role
- Work positively as part of a whole team, using initiative, sharing information and being flexible whenever necessary.
- To work in close partnership and to develop and maintain good relationships with parents / carers and other family members.

- To attend ALL out of working hour's activities, e.g. training, staff meetings, parents' evenings, events, etc.
- To attend room meetings to ensure good team motivation, information sharing and planning.
- To be flexible in working practices with the Nursery/School.
- Be prepared to help where needed, including to undertake certain domestic jobs within the Nursery/School, e.g. preparation of snack, cleansing of equipment, putting out bins, laundry, etc. and flexibility with regard to working in a different area as and when required to ensure effective operation of the Nursery/School.
- Work alongside the Manager and staff team to ensure that the vision, philosophy and objectives of the Nursery/School are fulfilled.
- To respect and maintain confidentiality in relation to children, families, staff and the Nursery/School.
- To ensure the provision of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- To be aware of the high profile of the Nursery/School and to uphold its standards at all times.
- To be an ambassador for the Nursery/School both whilst at work and in the wider community.
- To ensure good standards of hygiene and safety standards appropriate for the needs of young children.
- To initiate and conduct effective risk assessment.
- To have an awareness of the requirements of the Nursery/School as a whole and to be familiar with the routines.