

# St Andrew's Prep

## EASTBOURNE

### Job Description

#### Apprentice Nursery Assistant

**Purpose:** To work with and support the Room Leader in ensuring that children receive the highest possible standards of care and education.  
To assist in classroom management and with the welfare of all the children in the Nursery to support their learning, and personal, social, and emotional development.

#### General Duties:

Working within established guidelines to:

- Ensure that the children are safe, secure, and happy inside and outside, whilst they are at Nursery
- Assist in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Maintain and support in the production of a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- To act as a Key Person to a group of children in your room and observe, assess and record these children's development, including completion of online learning journeys or similar
- To act as a Key Buddy to other children in the event that their Key Person is absent
- To assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To understand the cultural, religious, ethical, or personal preference issues that some parents may have in relation to their child
- To work as part of that team and contribute positively to the staff team. To be a role model of good practice to other members of staff
- To ensure records are properly maintained, e.g., daily attendance register, medication accident and incident book, risk assessment, daily checks, care plans for children, etc.
- Maintain and clean all resources used by the children
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Play a full part in the life of Nursery and the wider school
- Any other duties appropriate to the post as directed by your Line Manager.

#### Specific Duties include:

- Regularly planning and implementing activities that support developing skills within your cohort
- Implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning
- Reflecting on your practice, incorporating any new initiatives as appropriate and continually evaluating current Early Years thinking
- Deputising for the Room Leader during short periods of absence
- Assisting with minor incidents or accidents and ensuring that records are updated

### Safeguarding Duties:

- All staff at St Andrew's Prep and Nursery are required to take responsibility for providing an environment in which children are safe, feel safe and can learn, whether in or outside the setting.
- Working closely with the children on a daily basis means that a child may make disclosures or staff may notice indicators of possible abuse or neglect. Staff have a responsibility to be familiar with the procedure of passing on concerns to the DSL or appropriate agency.
- All staff must therefore:
  - Be familiar with St Andrew's Prep's systems which support safeguarding, including the Child Protection and Staff Behaviour policies, and the role of the designated safeguarding lead (DSL)
  - Have knowledge of the early help process and of referrals to social services.
  - Identify children who may benefit from early help; know the signs of abuse and neglect and of what to do if a child makes a disclosure.
  - Keep up to date with child protection training.
  - Always act in the best interests of the child.
  - Maintain good links and dialogue with the children's families.
- Through strict adherence to the staff code of conduct and common-sense precautions staff will not only protect the children but also their own reputation and that of the St Andrew's Prep and Nursery.

### Desirable Criteria

- Experience working with children
- GCSEs in English and Mathematics, Grade C or above, or equivalent

### Terms and Conditions:

**Salary:** Age-appropriate National Minimum Wage

**Hours of Work:** Full-time, between 7.45am and 6.15pm Monday to Friday, term time only or all year round.

**Pension:** After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

**Holiday:** Six weeks paid annual leave plus Bank Holidays.

**Other Benefits:** Free meals during working hours when Dining Hall open  
Life Assurance  
Employee Assistance Program  
Free use of Charity facilities including pool and gym  
Free tickets to College productions  
Annual pay review  
Easy public transport connections and free parking  
Stunning location.

### **Safeguarding Statement**

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

### **Application Process**

To apply for this exciting opportunity, please follow the link below to complete the online application form:

<https://www.cognitofoms.com/EastbourneCollegeIncorporated/StAndrewsPrepSupportStaffApplicationForm>

Or visit [www.standrewsprep.co.uk/contact/employment-opportunities](http://www.standrewsprep.co.uk/contact/employment-opportunities) and click the 'Apply Now' button.

**Closing date: Friday 29 July 2022**

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or phone 01323 452300.

Applications will be considered upon receipt, and we reserve the right to make an appointment before the closing date.