

Claverham Day Nursery

Nursery Assistant

Information for Applicants

Manager: Mrs S Hennessy

North Trade Road,
Battle,
East Sussex
TN33 0HT
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March 2019

Dear Applicant.

Re: Nursery Assistant

Thank you for your enquiry regarding the vacancy for the above named post. The position available is 24 hours per week Monday – Wednesday (working hours will be between 8.15am – 5.45pm), working with the 2-3 year age group (you will also work in the baby and the family rooms if the need arises).

The post will be paid on Single Status Grade 3 points 5-7 £16,755 - £17,007 (actual £10,868 -£11,031 per annum pro rata), 52 weeks per year.

This is an exciting opportunity to join a dedicated and motivated nursery. You will have a good understanding of the EYFS and take on key worker responsibilities.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the Nursery and College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to recruitment@claverham.org by the closing date of Friday 22nd March 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure and a Childcare Disqualification Check.

If you require any further information, please call 01424 774548.

Yours sincerely,



Mrs S Hennessy
Nursery Manager

About Claverham Community College

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

Claverham Day Nursery

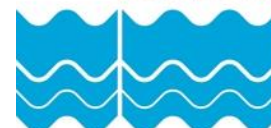
We are a popular, well established nursery that provides high quality childcare for those aged 3 months to 5 years. We are open from 8.15 am to 5.45 pm weekdays, 51 weeks of a year (we are closed for one week at Christmas and on bank holidays).

Claverham Day Nursery is owned by East Sussex County Council and situated in the grounds of Claverham Community College. Our aim is to provide a consistently high standard of care and education within a safe and stimulating environment.

We are registered to care for a maximum of 40 children. We offer 6 places in the baby room (3 months – 2 years), 10 in the toddler room (2 years – 3 years) and 24 in the family room (3 years to 5 years).

All children in the nursery are assigned to a key worker who will give them time and support to develop at their own pace. Each room contains toys, equipment and books suitable for that age group and all children have access to our enclosed outside play areas, which we have recently improved as a result of grant funding from 'Awards for All'.

Our latest Ofsted report is available at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>.



EAST SUSSEX COUNTY COUNCIL

Job Description

DEPARTMENT:	Schools
LOCATION:	Claverham Day Nursery
JOB TITLE:	Nursery Assistant (qualified)
GRADE:	East Sussex Single Status Grade 3
RESPONSIBLE TO:	Nursery Manager
MAIN PURPOSE OF THE JOB:	To work effectively as part of the Nursery team, providing a stimulating and caring environment for children. To support team members to provide a high standard of care and education.

KEY TASKS

1. To plan, prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. To implement activities both inside and outside of the nursery which encourage creativity, development, co-ordination, independence, self expression and learning through play.
3. To be a key worker for a group of children by observing, monitoring and recording each individual's development.
4. To attend parents evenings/open days as required.
5. To communicate with parents/carers about the day to day needs of the children and work in partnership with parents and carers, recognising that parents/carers are the children's first educators and encourage parental involvement in the nursery.
6. To promote the philosophy of 'learning through play'.
7. To help children acquire self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
8. To attend staff and team meetings as appropriate.
9. To help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
10. To be aware of child protection issues and follow the nursery's Safeguarding Children policy and procedures.

11. To keep up to date with developments in childcare and parent education through regular training as appropriate.
12. To maintain records and documentation that comply with statutory requirements
13. Prepare and serve food, milk, drink and snacks to children encouraging good nutrition and sociable eating.
14. To set up the environment influenced by your planning to support the needs of your key children. Ensure that the key children you are responsible for files are kept up to date and plan for their individual needs using the environment, observations and photographic evidence.
15. To participate in free flow at all times to aid children's development in self assurance, independence and self selecting and to support the children's play at all times.
16. To ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.
17. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

EAST SUSSEX COUNTY COUNCIL

Person Specification

Post Title: Nursery Assistant (qualified)
Location: Claverham Community College

Grade: Single Status 3

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Ability to follow instructions or work on own initiative as necessary • Ability to communicate effectively with parents, carers and other professionals • Ability to keep accurate records • Ability to implement high health and safety standards • Ability to work effectively as part of a team • Ability to establish positive relationships with children 		<ul style="list-style-type: none"> • Application/ Interview
Education & Qualifications	<ul style="list-style-type: none"> • NVQ 2/3 in Childcare and Education or relevant equivalent 	<ul style="list-style-type: none"> • Evidence of further recent and relevant training or qualifications • Qualified in Paediatric First Aid 	<ul style="list-style-type: none"> • Application/ Interview
Knowledge	<ul style="list-style-type: none"> • A working knowledge of: <ul style="list-style-type: none"> ○ The 2006 Childcare Act. ○ Statutory Framework for the Early Years Foundation Stage. 		<ul style="list-style-type: none"> • Application/ Interview

	<ul style="list-style-type: none"> • An understanding of children’s development • An understanding of EYFS from birth. • 		
Experience			<ul style="list-style-type: none"> • Application/ Interview
Personal Attributes	<ul style="list-style-type: none"> • A commitment to giving children and families the opportunity to reach their full potential • A commitment to Equal Opportunities • Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge • A commitment to continuing professional development 		<ul style="list-style-type: none"> • Application/ Interview



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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	X
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	X
Exposure to blood /body fluids	X

The Selection Process

The interview process will involve:

- A visit to the Nursery;
- Formal interview.

We look forward to receiving your application.

Deadline for receiving applications: Friday 22nd March 2019.