



# Birchfield Community Primary School

Yeovil, Somerset



## Recruitment Pack





# Birchfield Community Primary School

Yeovil, Somerset

Dear Applicant

This is an exciting opportunity to join our valued Pre-School team. Due to the expansion and success of our Pre-School provision, we are looking to appoint an additional member of staff.

Our vision is 'to provide a happy, caring and stimulating environment where children will recognise and achieve their fullest potential, so that they can make their best contribution to society.' All staff and governors are committed to Birchfield's future success and we are looking for staff that will join us in achieving our vision.

We hope you will find this recruitment pack beneficial and provide you with you the information you require and welcome you to contact the school and arrange a visit, prior to interview.

We look forward to receiving your application. Should you have any queries please do not hesitate to contact us on 01935 427609 or email [office@birchfieldprimaryschool.co.uk](mailto:office@birchfieldprimaryschool.co.uk)

Best Wishes

Mrs J Parker

**Head Teacher**



## The Vacancy

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### Pre-School Assistant

35 hours per week – (Part time hours considered for the right candidate)

Permanent

Monday-Friday, term time only

8.30am – 3.45pm with a 5pm finish on a Thursday

Grade 16, pt 2 – Actual salary £18,670 per annum based on 35 hours per week

Start date June 2025

We are looking to appoint a level 2 or 3 qualified Pre-School Assistant for our successful Pre-School within Birchfield Community Primary School. We are looking for a committed individual who aims to deliver high quality Childcare whilst working within a supportive Pre-School team.

The successful applicant will be a good team player, professional and able to communicate effectively with children, parents and staff.

In return we offer you an inspiring Pre-school with huge ambitions, comprehensive training, wonderful children and a dedicated team of staff.

**Closing date: Midday Friday 16th May 2025**

**Interviews: Week beginning Monday 19<sup>th</sup> May 2025**

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to relevant employment checks and criminal background check via the disclosure procedure.

Please complete an application form (which can be found on the school website or by contacting the school office) and submit to the office or email

[recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk)



## Selection Procedure

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- Advert placed on Somerset Council jobsite and School website
- Closing date for applications: Midday Friday 16<sup>th</sup> May 2025
- Shortlisting: w/c Friday 16<sup>th</sup> May 2025
- Letters sent out to successful candidates for interview (via email): Friday 16<sup>th</sup> May 2025
- Interviews take place: w/c Monday 19<sup>th</sup> May 2025

Successful applicants will be notified by email prior to interview. If we have not contacted you by Tuesday 20<sup>th</sup> May unfortunately you have not been shortlisted for interview.

Please note that applications will be reviewed as received and should a suitable candidate be identified, we may close the vacancy early.



## JOB SUMMARY

<b>Post</b>	<b>Pre-School Assistant</b>
<b>Grade</b>	<b>16 , pt 2</b>

## DUTIES AND RESPONSIBILITIES

- To work as a key person and as part of the pre-school team under the direction of the manager.
- To provide safe, high quality education and care for young children which meets the individual needs of children attending the setting.
- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) curriculum for guidance.
- To help to set up the room for the session and to help tidy away at the end of the session.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- Work in partnership with parents/carers and other family members.
- To advise the Pre-school Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.
- To teach children, offering an appropriate level of support and stimulating play experiences.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To support snack and lunch times within the setting.
- To actively participate at team meetings.
- To attend training courses as required and to take responsibility for your development.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting etc.
- To ensure that adequate records are kept and updated regularly.
- To promote the Preschool to current parents and potential customers.
- To undertake any other reasonable duties as directed by the Pre-school Manager, in accordance with the setting's business plan/objectives.





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This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.



## Person Specification

### Essential/Desirable

#### Requirements

#### Skills, aptitude, knowledge and experience

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|---|-----------|
| • Ability to plan effective learning and care activities using the EYFS framework.  | Essential |
| • Ability to work independently using own initiative.   | Essential |
| • Ability to self-evaluate learning needs and actively seek learning opportunities.   | Essential |
| • Ability to relate well to children and adults including other professionals/carers/parents.   | Essential |
| • Ability to demonstrate and promote good practice in line with the ethos of the preschool both indoors and outdoors.   | Essential |
| • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.   | Essential |
| • Effectively communicate with adults and children.   | Essential |
| • Good written, verbal and non verbal communication.  | Essential |
| • Experience of having kept written records of children's achievements including observations.  | Essential |
| • Proven experience of working with children in an early learning environment, either on placement or in paid employment.   | Essential |
| • Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, communication with parents. | Essential |
| • Experience of working with other agencies and professionals.  | Desirable |
| • Knowledge and understanding of the type of external support that is available to support children's development (i.e EAL/SEN), and associated practical experience.           | Desirable |
| • Ability to interact with children and support their involvement in physical activities and outdoor play.  | Essential |
| • Willingness to participate in other development and training opportunities.   | Essential |



## Qualifications

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|---|-----------|
| • Relevant Level 2 or 3 qualification   | Essential |
| • Completion of Working Together to Safeguard children.   | Desirable |
| • Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, SEN, EAL etc. | Desirable |
| • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.  | Desirable |
| • Understanding of principles of child development and learning processes and in particular barriers to learning.   | Desirable |
| • Paediatric First Aid certificate.   | Desirable |

## Personal Attributes

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|--|-----------|
| • Proactive and positive team player, able to work constructively as part of a team to understand pre-school roles and responsibilities and own position within these. | Essential |
| • Enthusiasm for learning and working with children.   | Essential |
| • Caring, friendly, approachable, open, inclusive, welcoming, and personable.  | Essential |
| • Able to maintain confidentiality at all times.   | Essential |
| • Reflective approach and commitment to personal development.  | Desirable |
| • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments.           | Essential |

## Other

- |                |           |
|----------------|-----------|
| • 2 references | Essential |
| • DBS check    | Essential |





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## How to Apply

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Application form to be completed and returned to the school office by Noon on Friday 16<sup>th</sup> May 2025 or email [recruitment@birchfieldprimaryschool.co.uk](mailto:recruitment@birchfieldprimaryschool.co.uk)

Safeguarding is everyone's responsibility and all employees are expected to adhere to safeguarding policies and procedures. You are therefore expected to have a clear understanding of your own role and responsibilities to ensure our children's safety.



## Recruitment and Selection Policy

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### 1 INTRODUCTION

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.
- 1.2 In recruiting new members of staff we do not discriminate in terms of race, gender, ethnicity, sexual orientation or disability.

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably HeadTeachers and Deputy HeadTeachers. These requirements change from time-to-time and must be met.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one recruiter has successfully received accredited training in safe recruitment procedures.

### 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful appointments are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
- job description and person specification;
  - the school's recruitment policy (this document);
  - the selection procedure for the post;
  - an application form.
  - the school's child protection policy will be made available on request.
- 4.3 All prospective applicants must complete, in full, an application form.

### 5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post



- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6 THE SELECTION PROCESS**

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
  - to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - to declare any information that is likely to appear on a DBS disclosure;
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7 EMPLOYMENT CHECKS**

- 7.1 All successful applicants are required:
  - to provide proof of identity
  - to complete a DBS disclosure application and receive satisfactory clearance



- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## 8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).