



CHILDCARE ASSISTANT

Believe. Achieve. Succeed

Part of

Success Academy Trust

Dear Candidate,

Thank you for your interest in the position of Childcare Assistant for Hallbrook Primary School within our provision called Hallbrook Plus.

We are seeking to appoint an enthusiastic assistant who will bring knowledge and drive to support the on-going development of our much loved care provision. The successful candidate will be positive, talented and energetic, with a willingness to learn and develop the role and provision.

Hallbrook Primary School is an Academy that aspires to deliver a “family feel” education for all our young people. We aim to provide a vibrant and exciting working environment where all colleagues feel valued and are able to contribute to our current and future successes.

Our website pages seek to provide a clear picture of our vision and aspirations for the future. However, please do not hesitate to contact us to seek further information. The application deadline is Wednesday 11th November 2020 at 12:00.

We very much look forward to receiving your application.

Tracy Withers

Head Teacher

Welcome to Hallbrook Primary School

We are proud to work in a school that celebrates every child's talents and abilities. We have a highly dedicated school team that is committed to the safety and care of our pupils, developing each child's knowledge, skills and understanding. We aim to provide the highest quality education for all in a caring, supportive, inclusive and vibrant learning environment.

At Hallbrook, you will find that we offer an exciting curriculum where teachers and pupils work together to ensure the highest quality teaching and learning opportunities that enable all pupils to flourish and achieve their very best. We recognise that every child deserves to fulfil their potential as successful learners, confident individuals and responsible citizens

We pride ourselves on providing a warm and friendly environment with a family feel where children, parents and staff feel they are welcomed and listened to. We look forward to working with you to ensure that your time at Hallbrook is a happy and rewarding experience, packed full of memorable moments.

Childcare Assistant



Salary *Grade 4 (£9.62 p/h)*

Hours *13.75 hours per week*

38 weeks per year

15:15 – 18:00

Job Description

Children's Care

Ensuring the well-being, safety and security of the children.
Helping in setting up and clearing away.
Maintaining records as directed.

Children's Learning

Assisting in the planning and implementing a multi-cultural play curriculum to stimulate children's interest in learning.
Assisting the monitoring the quality of learning.
Assisting in the monitoring and recording of children's development.
Assisting in planning in relation to Ofsted.

Management, Organisation and Administration

Working as a member of the team.
Assisting in administration and organisation as required, including fee collection.
Ensuring the Children Act and Ofsted requirements are complied with.
Operating within the group's policy framework, particularly in relation to health and safety, child protection and equal opportunities.
Liaison with parents/carers and other staff to ensure children are welcomed and supported.
Participation in appropriate professional staff development and training.
Other such duties in relation to the job purpose that are from time to time required.

Training and development

Participation in, contribution to and evaluation of training and development opportunities, including those arising from staff review and development.

Special Instructions

To attend all staff meetings and fire drills, as required.
 To attend training as required.
 To respect the confidential nature of personal information.

Person Specification

Person Specification	Essential	Desirable
Qualifications		
Level 3 NVQ or CACHE or working towards	✓	
Evidence of continuing professional development in childcare, out of school services	✓	
Paediatric first aid		✓
Experience		
Experience of working with children in a play, childcare or out of school setting	✓	
Involving children in shaping services and making decisions	✓	
Experience of making inviting snacks	✓	
Knowledge		
Knowledge and understanding of children's age and stage of development	✓	
Knowledge and understanding of Safeguarding and Child Protection	✓	
Equal Opportunities issues	✓	
Health & Safety and Food Hygiene Legislation		✓
Skill Competencies		
Professionally discrete and able to respect confidentiality at all times	✓	
Firm, sensitive and effective approach towards pupil discipline, in accordance with school policies and pupil needs	✓	
Excellent communication (written & oral) and interaction skills with child, parents and colleagues	✓	
Ability to create and inspirational and stimulating child centred play and care environment	✓	
Good organisational ability	✓	
A commitment to the school ethos	✓	
Personal Attributes		
Creativity	✓	
Positivity & enthusiasm	✓	
Patience, kindness and approachable manner	✓	
Adaptability	✓	
Initiative	✓	

Working for Success Academy Trust

Success Academy Trust and its Academies offer a wide range of benefits for our employees which have been recognised by local education professionals which include:

- Opportunities to engage in furthering the Academy and Trusts priorities;
- Benefit from supportive relationships with colleagues and managers;
- Opportunities to further your career;
- Opportunities for continuous CPD;
- Opportunities to take part in sporting activities;
- Opportunities for social interaction between colleagues;
- Our annual stress buster week;
- Free onsite parking;
- Pension scheme;
- Childcare Vouchers;
- Access to occupation health and well-being services.