



Friends' School

Post of Pre Prep Nursery Assistant

Information for Applicants

1. Completed application forms must be received by School by **4pm on Friday 22nd July 2022.**
2. Only applications on the School's official form will be considered.
3. Five documents are included in the Application Pack/download:
 - Information for Applicants
 - Job Description
 - Personnel Specification
 - Application Form
 - Equal Opportunities Monitoring Form
4. Where an email address is supplied applications will be acknowledged by email and invitations to attend interviews will be sent by email.
5. Canvassing disqualifies.
6. Completed applications must be accompanied by an Equal Opportunities Monitoring form. **The Monitoring Form must either be placed in its own envelope (marked "Monitoring Form" and bearing your name) and returned in the envelope containing your application form OR emailed to office@friends.lisburn.ni.sch.uk with Nursery Assistant Monitoring Form as the subject.**
7. Application forms may be submitted by email to the address on the form. **If emailing your form, you must also forward your monitoring form in a separate email (see above).**

Information for Applicants

Post:	Pre Prep Nursery Assistant
Responsible to:	The Principal, through the Head of Department
Reporting to:	Pre Prep Leader and through her the Foundation Stage Co-ordinator, Head of Department and Bursar.
Hours:	31.5 hours per week (Mon 8am – 3.30pm, Tues – Fri 8.15am – 3.30pm) Term Time Only
Salary:	Pre Prep Nursery Assistant (Pt 4 - £10.26 per hour).

Duties and responsibilities:

The assistant will be responsible to work under the direction of the Pre Prep Leader but will also accept instructions from the Foundation Stage Co-ordinator and from the Head of Department and will ultimately be responsible to the Board of Governors through the Principal of Friends' School.

General Conditions of Appointment

All duties must be carried out to comply with current Health and Safety and other relevant legislation.

Employees will be provided with appropriate training to ensure the safe and efficient discharge of their duties. This training may be required to be undertaken at times other than when the school is in operation. In such circumstances the normal hourly rate of salary will be paid for the hours attended.

The requirements for the post are set out in the Personnel Specification in Appendix 2. Applicants should ensure that they provide sufficient information on the application form to enable the selection panel to assess their eligibility for consideration.

Canvassing will disqualify

Completed forms should be returned along with the Monitoring Form in a separate envelope.

Closing date for receipt of applications: 4pm on Friday 22nd July 2022

Late applications will not be accepted.

It is anticipated that interviews will be held the week commencing 8 August 2022.

Friends' School is an Equal Opportunities employer

Friends' School is a Non-Smoking Environment

Posts involving work with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

Where an offer of employment is made on or after 1 April 2011, the individual offered the post will be expected to meet the cost of the Disclosure Certificate

Friends' School Lisburn

JOB DESCRIPTION

POST TITLE: Pre Prep Nursery Assistant

RESPONSIBLE TO: The Principal, through the Head of Department

JOB PURPOSE:

The assistant will be responsible to work under the direction of the Pre Prep Leader but will also accept instructions from the Foundation Stage Co-ordinator and from the Head of Department and will ultimately be responsible to the Board of Governors through the Principal of Friends' School.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be determined by the Head of Department/Pre Prep Leader.

GENERAL SUPPORT

- Follow the aims and objectives of the Pre Prep and implement its policies regarding the pastoral care of pupils.
- Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately following the school Safeguarding and Child Protection policy and procedures.
- Support the implementation of the Pre Prep curriculum.
- Ensure that pupils in the Pre Prep are supervised at all times.
- Supervise groups of pupils, or individual pupils on specified activities and other duties, as directed by the Pre Prep Leader or Head of Department.
- Under the direction of the Pre Prep Leader follow appropriate risk assessments and assist with off-site activities.
- Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing, toileting etc.
- Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
- Report to the Pre Prep Leader class teacher any signs or symptoms displayed which may suggest that a pupil requires expert or immediate attention.

ADMINISTRATION

- Assist with Pre Prep administration and ordering of resources.
- Assist the Pre Prep Leader and/or other professionals with the implementation of the system for recording the pupil(s) progress.
- Contribute to the maintenance of pupil(s) progress records.
- Provide regular feedback about the pupil(s) to the Pre Prep Leader

OTHER DUTIES

- Attend relevant in-service training.
- Assist work placement students with practical tasks.
- Such other duties as may be assigned by the Pre Prep Leader/Foundation Stage Co-ordinator and Head of Department within the level of the post.

It is acknowledged that the contents of this job description are not subject to appeal.

APPENDIX 2: Nursery Assistant Personnel Specification

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications	Hold a minimum of a NVQ Level 3 childcare qualification as approved by EA (a list of approved qualifications is available to download from the EA website www.eani.org.uk)	Shortlisting by Application Form
Experience	Have a minimum of one year's demonstrable experience of working with a child/children in a formal environment i.e. school, nursery or playgroup. Demonstrable experience in one or more of the following areas: <ul style="list-style-type: none"> • Providing direct support to a child/children in a formal environment i.e. school, nursery or playgroup. • Providing support to a teacher and/or school staff inside or outside of the classroom 	Shortlisting by Application Form
Knowledge	Evidence of a working knowledge of Information technology systems including: <ul style="list-style-type: none"> • Microsoft Word and Outlook, and/or • C2K schools IT systems 	Shortlisting by Application Form
Other	Willingness to undertake job related training as and when required	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	Demonstrable knowledge of the following: <ul style="list-style-type: none"> • The requirements of a Nursery Assistant • Child development issues • Child Protection and Safeguarding, as relevant to the role • Health and Safety regulations, as relevant to the role 	Interview
Skills / Abilities	Evidence of an ability to work flexibly to help ensure a child-centred learning experience Evidence of effective interpersonal and communication skills Proven effective team working skills Evidence of good planning and organising skills to ensure work is completed on time to the required standard	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find information about the school's values/ethos on our school website	Interview

SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Experience / Knowledge	Have a minimum of two years' demonstrable experience of working with a child/children in a formal environment i.e. school, nursery or playgroup. Achieved or working towards Level 5 in Childcare and Development or equivalent qualification Experience in using parent communication apps eg seesaw Valid child protection, first aid and basic food hygiene certificates	Shortlisting by Application Form

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointed to a post that involves 'regulated activity', the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

The above are the minimum criteria required for the post. They may be enhanced to enable the appointments panel to draw up a short list. Applicants must also address each of the above criteria in their application form.