



Level 3 Nursery Assistant

Start date: Tuesday 3rd January 2023
Closing date: 5pm, Monday 5th December 2022



Reach Academy
Feltham



Reach Academy Feltham exists to transform the lives of our pupils by giving them the skills, attitudes and attributes to flourish in any career and live happy and healthy lives, full of choices and opportunities.

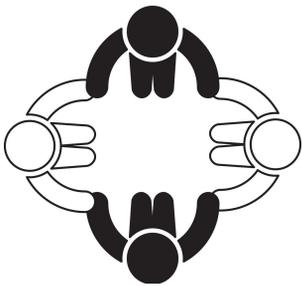
“The mission and ethos of Reach Academy permeates everything that we do.

There is a genuine can-do attitude amongst staff that makes Reach a fun place to work.

If you are passionate about making a difference, then Reach is the place for you.”



Juan Pedroza,
Volunteer at Reach (2012)
to Head of Phase 1 (2021)



We work as a **team** to ensure the best education for our children.



We strive to be better everyday. Weekly **coaching** is key to this.



We take care of each other. We welcome **flexible** work & families.

JOB DESCRIPTION

Level 3 Nursery Assistant

Reports to: Nursery Manager

Start date: Tuesday 3rd January 2023

Salary: Competitive

Working hours: 8am to 4.00pm, Mon to Fri

Contract term: Permanent, term time only

The Role

We are seeking energetic and enthusiastic individuals to join the school to provide support and assistance to groups of children in our nursery. We require applicants to have a minimum full and relevant EYFS Level 3 qualification.

We have children from aged two and the nursery is a key aspect in our “cradle to career” provision to give all children a life of choice and opportunity.

You will set high standards for pupil engagement and be well organised. You will prepare and supervise activities, and support children at all times.

Main Responsibilities

- To contribute to a programme of activities suitable to the age range of children in your area in conjunction with other staff;
- Work alongside teachers to support learning in the Nursery, ensuring that the environment is set up to enable all pupils to access a range of activities;
- To keep records of pupils' progress and share these with colleagues using the school practices;
- To undertake specific childcare tasks, including washing and changing children as required, providing comfort where pupils are upset or unwell and that pupils are cared for;
- Take responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow;
- Follow all school policies, including all those related to safeguarding and pupil safety;
- Communicate effectively with parents, particularly for named prioritised pupils, ensuring that they are informed of progress and how they can support at home; and
- Organise equipment and materials for use inside the classroom.

You will always follow all school practices and protocols relating to Safeguarding and Child Protection and will act as a guardian and steward of the building and the community, ensuring that resources are taken care of and managed effectively. You will proactively take responsibility for your own development, seeking opportunities to learn, grow and lead.

You will undertake any other duties as directed by the Leadership Team.

Person Specification

- Proven ability to motivate others towards an aspirational goal (D).
- Values driven (R);
- Strong belief in excellent outcomes for all, especially the most vulnerable (R);
- Excellent communication, interpersonal & organisational skills (D);
- Minimum full and relevant Level 3 in an EYFS Childcare related qualification (R)
- Have the belief that all children deserve a life of choice and opportunity (R)

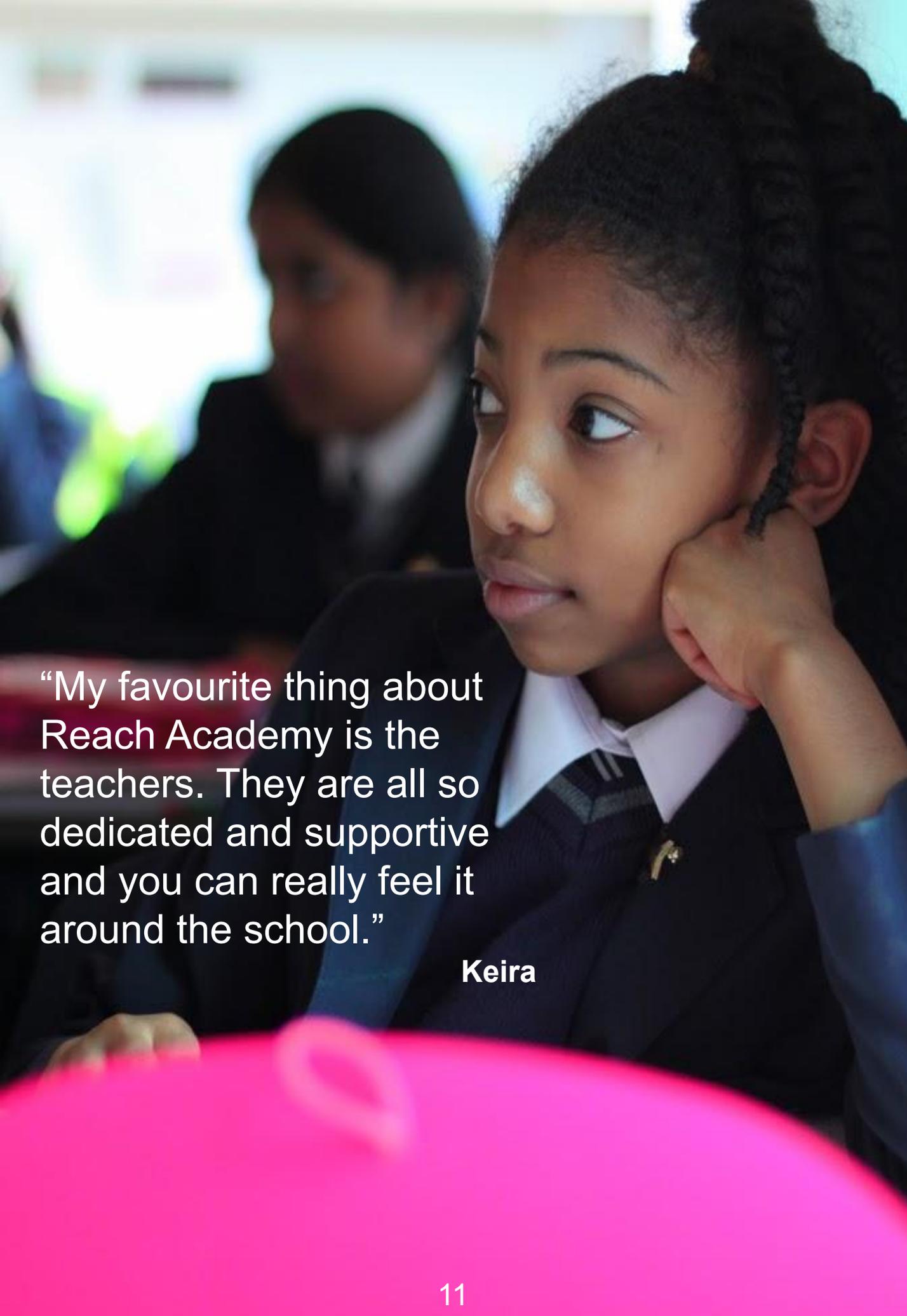
We will invest in any necessary training for you.



R = Required
D = Desired

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.





“My favourite thing about Reach Academy is the teachers. They are all so dedicated and supportive and you can really feel it around the school.”

Keira



Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

Reference checking References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

Online Searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

Equal Opportunities Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.

JOIN OUR TEAM



Reach Academy
Feltham

recruitment@reachacademy.org.uk