

## **Early Years Assistant Job Description**

### **Part Time and Supply**

#### **Role**

The assistant will help and support the work of the Early Years teacher during the session, to create and provide a safe, harmonious and fulfilling time for the early year's children.

**Hours of work:** 08:30hrs to 14:30hrs (Fridays and Supply | Term Time)

**Contract:** Permanent part Time

**Salary:** £8.91 per hour

#### **Responsibilities**

- Help and take instruction for the activities of the day
- Take children to the toilet and care for their needs
- Maintain kitchen order during the morning and for next day.
- Maintain Early Years cloakroom order during the morning and for next day
- Bake bread, wash floor, vacuum, cook snack and maintain good conditions in line with Health & Safety, food preparation and hygiene.
- General help with daily activities eg. baking, painting, cooking, crafts etc out of the guidance and request of the teacher.

The assistant may also have particular responsibility for a group of children or an individual child on the recommendation of the teacher.

#### **Terms of Employment**

Hours of work: Friday during term time 8:30am – 14:30pm (or such times as have been mutually agreed).

Remuneration: The current rate of pay is £8.91 per hour. This will be paid monthly on or before the 10<sup>th</sup> of each month.

The probationary period is 12 weeks. The notice period for both the assistant and the School during this time is one month.

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[www.brightonwaldorfschool.org](http://www.brightonwaldorfschool.org)

The Brighton Waldorf School, Roedean Road, Brighton, East Sussex, BN2 5RA

Tel: 01273 386300 Email: [enquiries@brightonwaldorfschool.org](mailto:enquiries@brightonwaldorfschool.org)

Company Limited by Guarantee No. 2395378. Registered Charity No. 802036

### **Person Specification**

**Training:** the assistant will have Children's Care, Learning and Development NVQ or equivalent at least to Level 2. and GCSE at Grade C for both Maths & English

The assistant will also need to complete an appropriate Food Safety training.

Brighton Waldorf School encourages further training and continued professional development for all employees.

### **Suitability:**

Brighton Waldorf School prioritises the safety and well-being of the children in our charge above all else. To this end, any appointment will be conditional on an enhanced DBS check and 2 acceptable references.

### **Essential application information**

Brighton Waldorf 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 post-holders are subject to a satisfactory enhanced DBS and barred list check. All staff are required to undertake Child Protection Training

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last five years will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

***Brighton Waldorf School is firmly committed to the principle that all members of staff and prospective members of staff are entitled to equal opportunity regardless of their sex, race, ethnic origin, disability, sexual orientation, religion or belief, marital status or age.***

### **Introduction to Brighton Waldorf School**

We offer a collaborative and supportive environment where colleagues are valued and nurtured.

Brighton Waldorf School is an enthusiastic and lively city school with pupils ranging from 2-16 years. We have a very active Early Years Department, comprising several Parent and Child Groups, and 3 Kindergartens. These in turn feed the Main School where we offer Classes 1-10.

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Further information about our school can be found on our website

<http://www.brightonwaldorfschool.org.uk>

**Applications for the post should be made on the standard application form, downloadable from the website, and emailed as a Word document or pdf to [admin@brightonwaldorfschool.org](mailto:admin@brightonwaldorfschool.org)**

**If there is a reason you are not able to email your application, please state why, and send by post to School Director, Brighton Waldorf School, Roedean Road, BN2 5RA**

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