Inspire, Transform, Together





RECRUITMENT PACK

Childcare Assistant
St James' CE First School and Nursery






Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: https://www.alderholt.dorset.sch.uk

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: https://heathacademytrust.co.uk

General Information

Equal Opportunities

The Heath Academy Trust and St James' CE First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St James' CE First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on 01425 653063 to arrange your visit or to discuss the post further.

St James' CE First School and Nursery

"Make Great Choices. Be Our Best."

St James' CE First School and Nursery aims to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience our school offers to all its pupils.

At the heart of our school, we believe that everyone should be enabled to be the very best that they can be. We are committed to being a thriving village school and nursery; providing a solid foundation from which to build on, where all in our community are valued, respected and cared for. Through the creation of positive, life-long habits we send life-long learners into the wider world with the skills, confidence and drive that they need to flourish.

We aim to ensure that our children are able to flourish and develop both as individuals and as responsible community citizens. We pride ourselves on offering a happy, safe and unique school experience for every child.

We offer high-quality care and education starting in our Nursery from age 2 through to age 9. Our school benefits from large open plan classrooms, plenty of outdoor learning space, including our forest school which we use to enhance, support and facilitate our children's learning. We follow a creative, child-led curriculum and whilst our children excel at Maths and English, we are careful to balance this with an interactive, innovative and fun approach to all subjects covered.

The staff and children promote these values through our school vision:

Make Great Choices. Be Our Best.

Respect, Peace, Friendship, Hope, Kindness, Trust



Job Advert

Job Title:	**Childcare Assistant**
School Name:	St James CE First School and Nursery
Location:	Park Lane, Alderholt, Dorset, SP6 3AJ
Hours:	26.5 hours per week - term time only 9.00am to 5.00pm – Monday, Wednesday and Thursday (with 30 minute lunch break) and 9.00am to 1pm - Tuesday
Salary Range:	Dorset Grade 3, SP3 to SP4 (£25,614 to £26,016 pro rata)
	Fixed Term until 31-Aug-27 (with the possibility to extend)
Pension:	Local Government Pension Scheme
Contact:	Jo Hudson - Head Teacher E: office@alderholt.dorset.sch.uk T: 01425 653063
Closing Date:	**Sunday 6 December 2026 (midnight)**
Interview Date:	Thursday 10 December 2026
Start Date:	Monday 4 January 2027

The Heath Academy Trust and St James' CE First and Nursery School are excited to be looking to appoint an enthusiastic, hardworking and flexible Childcare Assistant to join our early years team and work within our thriving nursery.

The successful applicant should have a relevant NVQ3 childcare qualification as well as the appropriate experience, skills, passion and commitment required for the role. You must have a desire to play a full part in the life of the wider school as part of a friendly and dedicated team; who are committed to high standards.

St James' CE First and Nursery School can offer you:

- The chance to work in a small, friendly first school and nursery, set in a beautiful location
- The opportunity to progress your career in teaching and learning
- The opportunity to work with a committed and experienced team, being supportive to the aims and ethos of our Church of England School and the wider Multi Academy Trust

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: **www.alderholt.dorset.sch.uk.** Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 653063** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and 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: https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Job Description

Job Title:	**Childcare Assistant**
Location:	St James CE First School and Nursery
Reporting To:	Head Teacher
Hours:	26.5 hours per week - term time only 9.00am to 5.00pm – Monday, Wednesday and Thursday (with 30 minute lunch break) and 9.00am to 1pm - Tuesday
Contract Type:	Fixed Term to 31 August 2027 (possibility to extend)
Salary Range:	Dorset Grade 3, SP3 to SP4 (£25,614 to £26,016 pro rata)

Main Purpose of Job:

The main purpose of the role is to work as part of a team to provide a safe, secure and stimulating environment in order to ensure happy, well-rounded children who excel with their rates of progress in development and learning.

Main Duties & Responsibilities

- To work with the nursery team to plan a curriculum in line with the EYFS in order to maximise the development and learning of each child
- To prepare activities and help organise the environment for each session
- To carry out planned activities as part of the key person role
- To keep records and undertake assessments for individuals and groups of children
- Liaise with parents to become partners in securing high quality care and education
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment
- Be a member of the wider school team
- Read, discuss, understand and implement school policies
- Undertake appraisal for self
- At some times it may be necessary to work in other classes across the school to assist the class teacher with learning, assessment and supervision

Knowledge and Skills

- A relevant Early Years qualification:

https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england

- To have a detailed understanding of child development and relevant experience of working with children in a school or nursery setting
- Be committed to undertake further training as required or requested
- To act on own initiative in order to make decisions
- To have the ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively
- To be aware of the need for confidentiality
- Be aware of the management systems in place for the provision of high quality nursery education and liaise with/take direction from the pre-school leader/manager, EYFS lead and head teacher

Supervision and Management

- Day to day supervision will be provided by the senior nursery staff and the EYFS lead across school.
- There will be times when direct supervision is not available, and the post holder should be able to continue to secure high standards
- The nursery school operates in line with the first school under the leadership and management of the head teacher

Decision Making

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the children in relation to their education, activities, behaviour and care
- Make immediate decisions in relation to care, control and safety of children

Working Environment

- Part of the working day is spent standing, with periods of crouching/bending/ being on the floor to engage children in activities
- There may be the occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.

Person Specification

Job Title:	**Childcare Assistant**
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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
NVQ 3 qualification	✓		Application form
Professional qualification	✓		
Willingness to undertake further training		✓	
5 GCSEs including English and Mathematics to grade C or above (or equivalent)	✓		
Experience			
Experience of working in a child care or school setting	✓		Application form & references
Attributes			
Enthusiastic, Committed, Patient, Empathetic, Organised, Resourceful, Friendly	✓		Interview
Inclusion			
Commitment to inclusion for all learners	✓		Application form & interview
Experience of children with SEN or EAL		✓	
Teamwork			
Willingness and ability to work as part of a strong school team		✓	Interview
Experience of working across nursery and primary school age range	✓		
Safeguarding			
DBS enhanced clearance (post interview)	✓		Application form & references
Safeguarding training and an understanding of safer working practices		✓	
Communication			
Good verbal communication skills	✓		Application form & interview
Knowledge and experience of IT programs to support learning and communication		✓	
Curriculum and Learning			
Understanding of the EYFS curriculum and assessment	✓		Interview
Understanding of the primary National Curriculum		✓	

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School
St James' CE First Schools and Nursery,
Alderholt St Mary's CE First School and
Nursery, West Moors
Oakhurst Community First and Nursery School, West Moors
Sixpenny Handley First School and Nursery
Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together



To find out more about the Trust, please visit our website: https://heathacademytrust.co.uk