



Application for Preschool Assistant, Level 2 or 3, Fixed-term contract

Thank you for requesting an application form for the position of Level 2 or 3 Preschool Assistant at Pippins Preschool. Please find the application form attached. The contract is initially for 13 to 15 hours per week with the potential to increase later in the academic year. This contract is for a fixed term from September 2023 to July 2024, following a successful interview process. There is potential this could lead to a further fixed term contract after July 2024. The hours of work are between 8.45am to 3.15pm, term-time only. You would be required to attend staff training sessions outside of normal opening hours, up to seven times a year. Pippins Preschool is committed to safeguarding and therefore the successful applicants will need to undertake an enhanced DBS and provide two satisfactory references prior to commencing employment. It is essential you can prove your right to work in the UK.

As well as those with a relevant Level 2 or 3 qualification, applications from individuals who are unqualified are also welcomed. You would be expected to already have GCSEs or equivalent in English and Maths at grade C or grade 4, or functional skills qualifications in English and Maths at level 2. You would be expected to commence a Level 2 or 3 qualification as you start work, and we would support you in doing this course. All basic training will be provided (i.e. Child Protection and First Aid).

At Pippins Preschool, we aim to make everyone feel welcome; children, parents, carers, and staff. We provide a caring, happy and secure setting supporting the development, learning and care of children aged 2 years 6 months to 5 years. We work towards the Early Years Foundation Stage (EYFS), and guide children to a successful transition to school.

We are open from 9am to 3pm, which can be used as a 3-hour session from 9am to noon or noon to 3pm or a complete six-hour session. We benefit from two large playrooms, and a kitchen, along with two secure and private outside play areas with sand pits, a sensory area, a climbing bridge, a covered pavilion and seating areas. Staff arrive from 8am to set up the preschool for the children to arrive at 9am. From 9am to 11.45am, children have free play indoors and outside or may be called for key group activities. During the morning children are invited to come to snack bar where staff help the children to prepare fruit and vegetables. At 11.50am, children help tidy up and those going home have a story in the smaller play room; during this those children attending the three-hour afternoon session arrive and those going home are collected. At 12.10/15pm children help to tidy up and outdoor play ends for the morning session, children sit for a registration time and some singing before going to wash their hands for lunch. Lunch time is at around 12.20/25pm; staff bring a packed lunch and eat with the children modelling meal-time conversation. After lunch, children have free play and may be called for key group activities. At 2.40pm, children help to tidy up and have a story and circle times, in preparation for leaving at 3pm. At the end of the day, staff tidy away the preschool equipment, complete the end of day checklist and leave at 3.15pm.

Pippins is proud to be managed by an elected voluntary committee, ensuring major decision making is in the hands of our elected parents. We are a registered charity.

Please return applications to the Manager and Management Committee no later than **Monday 17th July at 12 noon but sooner would be welcomed**. Applications should be returned via email to manager.pippinspreschoolsawston@gmail.com and chair.pippinspreschoolsawston@gmail.com. Email is preferred, but not essential. Interviews will be arranged on application.

Kind regards,

Laurence Koster
Management Committee Co-Chair

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Pippins Preschool is a member of the Pre-school Learning Alliance
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