



The Rivers  
C.of E. Academy Trust

## Summerhill's Little Treasures



Application Pack  
Early Years Apprentice – Level 3

We are delighted to advertise the role of **Early Years Apprentice – Level 3 (two positions available)**

**Salary:** Minimum apprentice wage. £12,348 for the first 12 months.

**Contract:** Temporary for the length of the apprenticeship. Full year. 37 hours per week.

**Start Date:** January 2025

**Summerhill's Little Treasures has an exciting opportunity to recruit an enthusiastic, committed and innovative Early Years' Apprentice to join our team. Our setting is a lively, exciting place of learning. We work hard to raise our children's aspirations and also value the individual achievements of each child. We are passionate about raising standards and improving the life chances of our children. We can offer well motivated, engaging children, and a very supportive staff. We are part of the highly successful Rivers C of E Academy Trust.**

### **Our workplace is open to flexible working**

#### **Your responsibilities will include:**

- Forming relationships with the children, enabling them to be comfortable in their surroundings
- Providing an environment where children can learn through play and explore.
- Working as part of a team to deliver a high standard of care and education.
- To ensure that the pre-school is a safe environment for children, staff and others.
- Good understanding of safeguarding and child protection issues.
- Developing partnerships with parents/carers to increase involvement in their child's development.
- Developing partnerships with external agencies to support the development of the whole child.
- Ensuring professionalism at all times in relation to confidentiality, reliability, punctuality and behaviour.
- Following instructions and taking guidance to support own development within the EYFS setting.
- To be responsible for any tasks delegated by the school leadership team.
- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To help ensure the EYFS setting meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to EYFS setting policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives

**Closing Date:** 9am Monday 9<sup>th</sup> December 2024

**Interview Date:** Friday 13<sup>th</sup> December 2024

**Start Date:** January 2025

The application documents are available from the Little Treasures website and can be returned to us via the HR email address ([hr-spa@riverscofe.co.uk](mailto:hr-spa@riverscofe.co.uk)). Shortlisting will take place by Monday 9<sup>th</sup> December 2024. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282.

We look forward to hearing from you.

Yours sincerely,

Mrs Lloyd-Davies & Mrs Rich  
Co-Headteachers

# Summerhill's Little Treasures Job Description



**Job title:** Early Years Apprentice – Level 3

**Salary Range:** Minimum Apprentice Wage

**Contract:** Temporary for the length of the apprenticeship. Full year. 37 hours per week.

**Line of Responsibility:** Responsible to Childcare Manager/Headteacher

## **Our People Values:**

- **Love, Learn, Live** - Our aim is that our staff will **love learning for life**. Our family of school's **love, learn and live** together.
- **Our STARS values** - Empowering staff to make a difference to children's outcomes: Sharing; Trust; Achievement; Respect and Safety.
- We expect our staff to: deliver high quality performance for our children, have a positive and proactive approach, be passionate about learning and CPD; listen to and work collaboratively with others and engage in school and Trust life.

## **Key Purpose:**

To contribute to a happy and safe Nursery room for children, staff and others. To deliver challenging, engaging and enjoyable learning activities. To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore. Working collaboratively with other agencies and professionals. Developing partnerships with parents/carers to increase involvement in their child's development.

## **Accountabilities:**

The appointee will work within the setting as a member of the nursery team.  
The Manager will hold the post holder to account.

## **Key responsibilities and activities:**

- Forming relationships with the children, enabling them to be comfortable in their surroundings
- Providing an environment where children can learn through play and explore.
- Working as part of a team to deliver a high standard of care and education.
- To ensure that the pre-school is a safe environment for children, staff and others.
- Good understanding of safeguarding and child protection issues.
- Developing partnerships with parents/carers to increase involvement in their child's development.
- Developing partnerships with external agencies to support the development of the whole child.
- Ensuring professionalism at all times in relation to confidentiality, reliability, punctuality and behaviour.
- Following instructions and taking guidance to support own development within the EYFS setting.
- To be responsible for any tasks delegated by the school leadership team.
- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To help ensure the EYFS setting meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to EYFS setting policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives.

## Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
- The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
- Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
- To report to line manager, or other appropriate person, in the event of awareness of bad practice.

This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

## Principal Contacts

Pupils, parents, visitors, teachers, other school support staff.

The school reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.

# Summerhill's Little Treasures Person Specification

Essential	Desirable
<p><b>Skills, aptitude, knowledge and experience</b></p> <ul style="list-style-type: none"> <li>• Ability to work independently using own initiative.</li> <li>• Ability to relate well to children and adults including other professionals/carers/parents</li> <li>• Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and out doors.</li> <li>• Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.</li> <li>• Fluent English speaker</li> <li>• Effectively communicate with adults and children</li> <li>• Good written, verbal and non verbal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in Early Years in a school or nursery environment</li> <li>• Experience of working as part of a team</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for learning and working with children</li> <li>• Growth mindset and resilience</li> <li>• Positive attitude towards learning and developing</li> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> <li>• Able to maintain confidentiality at all times</li> <li>• Able to be professional at all times</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Willingness to participate in other development and training opportunities</li> <li>• Relevant Level 2 qualification or equivalent</li> <li>• GCSE English and Maths at level 4 or above</li> </ul>	

# About Our School



As part of the Rivers C of E Trust, the heart of all we do is our school ethos –Love, Learn, Live. At the core of this ethos is a belief in nurturing and ensuring the positive wellbeing of all our children. Alongside this we have an experienced, dedicated and determined staff team who have consistently high expectations of all children in all aspects of school life.

As a school, we are committed to creating a happy and vibrant community, where everyone feels valued, where students are stretched and supported academically and are given memorable experiences that excite them about learning for life. This is underpinned by our school values.

Our STARS values:

Sharing  
Trust  
Achievement  
Respect  
Safety

We are proud to be leaders of this 4-form entry primary school and independent nursery which caters for pupils from 3months old to 11 years old. Within each class the children work in both ability and mixed-ability groups ensuring all children are supported and challenged at a level which is appropriate for their ability. We are dedicated to preparing our children to be active citizens, in an ever-changing world by providing a curriculum based on the United Nations Sustainable Development Goals. Teaching and learning is also supported by the use of technology and 1:1 iPads.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour, please get in touch using the contact details.

Mrs Lloyd-Davies and Mrs Rich  
Co-Headteachers

## The Rivers Multi Academy Trust

When you join Summerhill's Little Treasures you become part of The Rivers CofE Academy Trust family, a group of 16 schools and over 850 staff working in partnership to provide the best learning experience for over 4600 children.

As a member of the trust, you will have access to a wider network of friendly colleagues, working in similar positions, who are available to offer support, share ideas and provide guidance.

There are plenty of opportunities for you to thrive and grow your skills, through training and collaborative working. We

## Summerhill's Little Treasures

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Email: [Little.Treasures@riverscofe.co.uk](mailto:Little.Treasures@riverscofe.co.uk)

Website : Summerhill's Little Treasures

