



Nurture

Ambition

Empowerment

Inclusion

Collaboration

December 2024

Dear Applicant,

Early Years Assistant (EYA) Recruitment

Thank you for your interest in Robert Owen. This letter aims to tell you a little about our outstanding nursery school and why you may want to apply for the position of EYA to start as soon as possible.

Everyone is important to the success of our friendly and committed staff team, and a great opportunity has arisen for an assistant to join us and make a real difference to our children, including those with SEND. The successful candidate will demonstrate an understanding of early years education and care, and have the ability to form warm, responsive relationships with our young children and their families. The role will involve working with individuals, small groups and across the wider class. As such, the successful candidate will need to be flexible and responsive to the changing needs of our children. We look forward to hearing about your experience in early years.

Robert Owen is a successful maintained nursery school in the heart of Greenwich delivering high quality education. Inclusive and nurturing, we have been serving our richly diverse community of local children and families for many years. Close to Greenwich Park and the River Thames, Greenwich's World Heritage site is close by and we are well served by public transport.

We have a very strong community ethos and, for the benefit of all our children and families, we work in collaboration with parents/carers and with a number of other settings and agencies. This includes enjoying a close relationship with the Quaggy Development Trust, who run the Robert Owen Children's Centre upstairs, and with Meridian Primary School, with whom we are working in a soft federation. We are also part of the Greenwich Community Schools Partnership (GCSP) - a cluster of Greenwich maintained nursery, primary and secondary schools - who work together to provide a range of opportunities for staff and children, including CPD opportunities.

Ambitious for all our children and responsive to their needs, we offer an exciting and challenging curriculum for two, three and four-year-olds. We engage children in play-based learning and have a wonderful garden for them to explore. Our experienced and knowledgeable team of qualified teachers and skilled practitioners encourage and facilitate learning opportunities, empowering children to become confident, independent and resilient learners. We value the time children need to explore and develop their own interests, and enhance and support their learning and development through a range of planned activities, experiences and interventions.

Applying for this post

In order to apply for this position, you must have the appropriate qualifications listed on the person specification. Please complete an application form which can be downloaded from the school website [here](#). **CVs will not be accepted.**

Your personal statement can be completed on the application form or attached to it. This is your chance to show us how well you can do this job. You need to refer to all the essential criteria on the person specification. Just saying you can do something is not enough; we need an example from work, school, college, hobbies, voluntary work or daily life.

If you would like to find out more about the post or the school, please do not hesitate to contact the school office on 020 8858 0529. Visits to our school are warmly welcomed and encouraged - we will be happy to show you around.

Please see some further information about the application process below. I look forward to reading your application and to learning all about your experience and skills.

Kind regards,



Jo Graham - Executive Headteacher

Further information about the application process:

Sending us your application:

Please email or post your application, with supporting statement, to Kat Moulton, School Business Manager so that it **arrives no later than 9am on Tuesday 14th January**

Email: kmoulton@meridian.greenwich.sch.uk

Address: Robert Owen Nursery School, 43 Commerell Street, Greenwich, London, SE10 0EA.

Shortlisting and interviews:

- Shortlisted candidates will be informed by telephone or email.
- **Interviews** will be held at Robert Owen (once we have completed shortlisting, we will agree the date)
- As part of the interview process, shortlisted candidates will be asked to lead an activity with children
- In line with [Keeping Children Safe in Education \(KCSIE\) 2024](#), we will carry out an online search as part of due diligence on shortlisted candidates.

Important Safeguarding Information for all Applicants:

Previous Employment

- In completing your application, please ensure that you provide a full history in chronological order since leaving secondary education.
- Please include periods of any post-secondary education or training.
- Include part-time and voluntary work as well as full-time employment, with start and end dates.
- Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.
- Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

References

- Please give the names of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer.
- **If this employment has been within a school, this would normally be your headteacher, unless in exceptional circumstances.**
- If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

- Robert Owen is committed to safeguarding and promoting the welfare of children.
- The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.
- You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.
- Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.
- Any information given will be entirely confidential and will be considered only in relation to this application.

DBS and Childcare Disqualification Check

- Any offer to the successful candidate will be conditional upon an Enhanced Disclosure being obtained via the Disclosure and Barring Service.
- In addition, a childcare disqualification check will be completed. More information can be found here:
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>
- Under this legislation, a person is disqualified if they are found to have committed an offence which is included in the 2018 regulations (a 'relevant offence'). These offences are listed here:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741597/APPENDICES-Disqualification_under_the_childcare_act_statguidance_4_.pdf