

October 2024

Dear

In response to your recent request regarding the vacancies for the Early Years Assistant positions at Caverstede Nursery School, I have pleasure in enclosing a Job Pack. In it you will find a job description & person specification, application form & guidance notes.

It is extremely important that you read the guidance notes on completing the application form before you make any attempt at it. We will decide on whether to call you to interview or not, SOLELY on the basis of how you meet the criteria on the Person Specification, enclosed with the job pack. To do this effectively you will be required to demonstrate your understanding, experience and give examples, where you can, for each of the criteria listed.

Please check your qualification meets the criteria for a Level 3 Childcare qualification to work in an Early Years Setting as detailed on the checker <https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications>. The qualification must have included direct observation of your performance in the workplace. Please check the correct one according to your date of qualification being Pre or Post 1st September 2014. Please also note that if you obtained your qualification since 1st September 2014, you must also hold suitable level 2 literacy and numeracy qualifications, such as English and Maths GCSE Grade C (Grade 4) or above, or functional skills in English and Maths Level 2, or equivalent. If you are unsure, please contact the School to confirm. Please send a copy of your qualification Certificates with your application form and covering letter.

Please make it clear within your application, or letter, your preference of 32.5 hours or part time hours and permanent or Temporary Sickness Cover position.

If you would like to visit the school please contact us to arrange a suitable date and time (please note the School is not open between the 28th October and the 4th November 2024).

Once you have fully completed the application form please return it to me at the address or email below on or before the advertised closing date. If you have not received a reply within 4 weeks of the closing date, you can assume that your application has been unsuccessful.

Thank you for your interest in this post, and we wish you every success with your application.

Yours sincerely

DM Hayes

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