



The Rivers  
C.of E. Academy Trust

## Summerhill's Little Treasures



Summerhill's  
Little Treasures

Application Pack

Early Years Assistant – Level 2



The Rivers  
C.of E. Academy Trust

We are delighted to advertise the role of **Level 2 Early Years Assistant at Summerhill's Little Treasures.**

**Salary:** Scale 2, Points 3-4, £24,027-£24,404 FTE per annum. Actual salary: £13,945-£14,164 (based on 25 hours a week)

**Contract:** Variable hours 15-25 hours a week. (starting on 25). Permanent. Term time, only plus training days.

**Start Date:** ASAP

**Summerhill's Little Treasures has an exciting opportunity to recruit an experienced, committed and innovative Early Years' Assistant 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.**

**You will have:**

- An understanding of how to develop relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore.
- Approved level 2 or above qualification
- Previous experience of working in an early years' setting
- Good interpersonal skills
- An understanding of how children learn and develop.
- A commitment to continued professional development.
- Excellent communication and interpersonal skills
- Excellent organisation and efficiency as well as dedication and commitment

**Your responsibilities will include:**

- Delivering rich learning opportunities and exceptional care that helps young children to develop.
- Providing effective care, teaching and learning that enables children to progress and prepares them for school.
- Safeguarding and promoting the health, safety and welfare of children.
- Working in partnership with colleagues, parents and/or careers or other professionals to meet the individual needs of the children.
- Making accurate and effective use of assessment reflecting the needs, interests and stages of development of the individual children.

**Closing Date:** 9am Wednesday 26<sup>th</sup> February 2025

**Interview Date:** Tuesday 4<sup>th</sup> March 2025

**Start Date:** ASAP

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 Wednesday 26<sup>th</sup> February. 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 Assistant

**Salary Range:** Scale 2, Points 3-4, £13,945-£14,164 (based on 25 hours per week).

**Contract:** Permanent. Variable hours (15-25) starting on 25. Term time only plus training days.

**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 as part of a team to deliver a high standard of care and education
- 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:**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Nursery 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 Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To deliver activities which ensure each child is working towards the early learning outcomes.
- To be a key person.
- 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 nursery aims and objectives
- To tailor practice and routines to meet the individual needs of each child/ren within the room
- To be involved in observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including Individual Education Plans for children with Special Educational Needs, care plans and professional reports
- To report appropriate data to senior leaders when required
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

### **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 deliver effective learning and care programmes either under appropriate supervision and guidance or in collaboration.</li> <li>• Ability to work independently using own initiative.</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</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 setting both indoors and outdoors.</li> <li>• Fluent English speaker</li> <li>• Effectively communicate with adults and children</li> <li>• Good written, verbal and nonverbal communication</li> <li>• Proven experience of working with children in an early learning environment</li> <li>• Experience of working in Nursery in a school environment</li> <li>• Experience of working as part of a team</li> <li>• Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with other agencies and professionals</li> <li>• Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.</li> <li>• Ability to interact with children and support their involvement in physical activities and outdoor play</li> <li>• Consistent approach with children and parents</li> <li>• Experience of having kept written records of children's achievements including observations</li> <li>• Ability to promote and market the service to the wider community</li> </ul>
<p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Proactive and positive team player, able to work constructively as part of a team to understand Nursery roles and responsibilities and own position within these.</li> <li>• Enthusiasm for learning and working with children</li> <li>• Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> <li>• Able to maintain confidentiality at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Reflective approach and commitment to personal development</li> <li>• Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments</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 approved Level 2 or above</li> <li>• Paediatric First Aid qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Completion of Safeguarding Awareness course</li> <li>• Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>• Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.</li> <li>• Understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>• Health &amp; Safety certificate</li> <li>• First Aid certificate</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 3 months 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 800 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 offer flexible working opportunities

## Summerhill's Little Treasures

Upper Church Lane,  
Tipton,  
West Midlands  
DY4 9PF

Tel: 0121 520 2648

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

Website : [Summerhill's Little Treasures](http://Summerhill's Little Treasures)

