

Apprenticeship/Traineeship Vacancy Form

Please complete the form below to raise a vacancy advert with Total People and the National Apprenticeship Service. (* = required Fields)	
Organisation Information	
Organisation name *	Parish CE Primary School
Organisation address inc postcode *	Charles Street, St Helens, Merseyside WA10 1LW
Organisation contact name *	Rachel Clare
Organisation phone number *	01744 678430
Organisation email *	Parish.sthelens@ldst.org.uk
Organisation website	https://www.parish.st-helens.sch.uk/
Vacancy Information	
Vacancy job title *	Level 3 Early Years Educator Apprenticeship
Sector *	Early Years
Standard *	Level 3 Early Years Educator
Programme Type * (App, T/Ship)	Apprenticeship
Programme Level *	3
Programme Duration *	18 months + 3 months Gateway
Annual Salary *	NMW1 first 12 months then age related apprentice salary
Hours per week *	36 hours per week, term time only plus 5 days
Weekly working pattern *	Mon-Thurs 8:30am-4:15pm Fri 8:30am-4:00pm
Number of vacancies *	1
Full vacancy description * (Please include as much detail as possible MUST include 5 daily duties in bullet point list)	• Supporting the Nursery class teacher and Deputy Nursery Manager with children aged 3-4. Assisting with classroom and behaviour management. • Encourage pupils to interact with others and engage in activities led by the teacher • Be aware of and respond appropriately to individual pupil needs ensuring effective interaction • Preparation of classroom for work, activities and displays • Supporting children's learning and development • Observing, assessing and planning for pupil development
Dates	
Closing Date *	Monday 9 th November 2026 at 9am
Interview start date *	Thursday 13 th November 2026
Possible start date *	ASAP - November/December 2026

Requirements	
Required skills *	• Able to maintain confidentiality • Have good communication skills with children and adults • Have the ability to work on own initiative • Be able to demonstrate good organisational skills • Be willing to participate in further development training e.g. first aid • Able to demonstrate a good understanding of child development • Ability to comply with the school's policies and procedures • Ability to work on own initiative
Required qualifications *	• L2 or equivalent English & Maths • Paediatric First Aid Trained or a willingness to complete the training
Required qualities *	• Have high personal and professional standards • Be positive and enthusiastic • Be able to demonstrate a commitment to equal opportunities • Willingness to contribute to the wider school community • Energy and a good sense of humour • Commitment to the school's Ethos and Values
Training provided * (Please include details of Framework or Standard being delivered)	• Level 3 Early Years Educator- training provided by Total People • Safeguarding Training – provided by Parish CE Primary
Future prospects *	• Career within an Education Setting • Progression to the HLTA qualification
Considerations	
Addition question 1*	
Addition question 2*	
Further Information	
Applications to be filtered *	Yes
Show company on NAS *	Yes
Application route * (NAS or Direct to employer)	NAS