

Vacancy Information Pack

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| School Name: | Helston Day Nursery [part of Helston Community College] |
| Job Title: | Nursery Assistant |

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| Letter from Chair of Board of Trustees | www.tpacademytrust.org/web/application_pack/604811 |
| Application Form | www.tpacademytrust.org/web/application_pack/604811 |
| Equality and Diversity Monitoring Form | www.tpacademytrust.org/web/application_pack/604811 |

Helston Day Nursery

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| Job Title: | Nursery Assistant |
| Pay Point / Pay Range: | TPAT Point 4 |
| Full Time Equivalent Annual Salary: | £23651 [if paid over 52 weeks] pro rata |
| Actual Annual Salary for this Role: | £15395 per annum |
| Contract Type: | Maternity Cover |
| Hours Per Week / Weeks Per Year | Hours – 28 hours per week / Term Time incl. INSETs Working Weeks – 39 working weeks Paid Weeks – 44.849 paid weeks |
| Closing Date: | Sunday 5 th January 2025 |
| Proposed Shortlisting Date: | Monday 6 th January 2025 |
| Proposed Interview Date: | To be confirmed |

Helston Day Nursery is part of Helston Community College, and we currently have a vacancy for a part time, qualified nursery practitioner to join our dedicated team of staff in our caring, supportive setting on a maternity cover basis as soon as possible. Days/working hours to be discussed at interview stage.

We are looking for an experienced, highly motivated, creative Nursery Assistant to join the team as soon as possible. The Nursery is well established, and our highly experienced qualified staff, take great pride in supporting the children attending the Nursery in their development, working closely with parents to ensure that every child has a varied and enriching experience to help them grow, develop and thrive.

The purpose of the role is to provide a high standard of physical, emotional, social and intellectual care for the children placed in the Nursery. Experience of working with babies would be desirable.

Applicants must have a recognised Early Years and Childcare qualification [or equivalent] of at least Level 2, and have proven experience of working as a key-worker within a nursery/EYFS environment. You should have the ability to plan and monitor fun, engaging activities for the children and have a genuine enthusiasm for the profession and working with children. Applicants with a particular interest in Special Educational Needs would be most welcome, although this is not essential.

This is an exciting opportunity to join a Trust that values all its staff, and provides a range of benefits including a competitive salary, a Local Government Pension Scheme, family friendly policies, cycle to work scheme, access to wellbeing services and continued professional development.

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| To find out more about the the school, please visit: | www.helston.cornwall.sch.uk |
| To discuss this position, please contact the Nursery Manager: | Caroline Spencer, Nursery Manager Email – Nursery@helston.tpacademytrust.org Telephone – 01326 575010 |
| Application packs can be downloaded from: | www.tpacademytrust.org/web/application_pack/604811 |
| Please email your completed application form and equality & diversity monitoring form by the closing date to: | Mrs Angela Atkinson, HR Manager [HCC] aatkinson@helston.tpacademytrust.org |

Please note that successful candidates will be informed via email.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment. All successful applicants will be subject to appropriate pre-employment checks and will be required to complete a Disclosure and Barring Service (DBS) Enhanced Check, a Safeguarding Self-Declaration Form and satisfactory online searches undertaken.

| School Information for Applicants | |
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| Nursery Address: | Helston Day Nursery, Church Hill, Helston, TR13 8NR |
| Nursery Telephone Number: | 01326 575010 |
| Nursery Email Address: | nursery@helston.tpacademytrust.org |
| Name of Headteacher: | Alex Lingard [Headteacher] / Caroline Spencer [Nursery Manager] |
| Website Address: | www.helston.cornwall.sch.uk |

Welcome to Our Nursery

This information pack will provide you with an insight into our Nursery and offer some practical information, which will be of use to you as a prospective member of our community.

For over 25 years, Helston Day Nursery is a registered day nursery offering 30 places which provides a safe and stimulating atmosphere for children aged from 3 months to 5 years within a small and homely environment. Graded 'Good' in our most recent OFSTED inspection, we are very proud of what our nursery offers to our children and their families.

Our well-established, highly experienced, and qualified staff take great pride in supporting your children in their development, working closely with parents to ensure that every child has a varied and enriching experience to help them grow, develop and thrive.

We welcome visitors, as this is the best way to see our wonderful Nursery. Please contact Caroline Spencer, Nursery Manager on the telephone number provided if you would like to arrange a visit.

General Background

Our Nursery has a friendly family atmosphere where we excel at providing a safe and stimulating environment for your children. OFSTED recognised us as a 'Good' day nursery.

Dedicated rooms for our 0-3 and pre-school children ensure that each child is getting an environment and activities that they can fully enjoy. In the 0-3 Room, there are two groups: the baby group and the 2-3 year group. Each group has a specific key worker and different activities, but run alongside each other to encourage positive socialisation. This is an adjacent designated safe sleep space for children in this room, with each child having their own cot or sleep area suitable for them.

Our pre-school room is aimed at our older children who will be starting school soon. Although our activities are fun and engaging, we start to introduce more structure and challenge into their days to aid their transition into school life.

We pride ourselves on our excellent blend of stimulating indoor space and well-resourced outdoor space.

Safeguarding

TPAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers, volunteers, governors and trustees to share this commitment.

Shortlisted candidates will be required to complete a Safeguarding Self-Declaration Form as part of their application. We will also carry out online searches as part of our due diligence on the shortlisted candidates, as updated in the Keeping Children Safe in Education recommendations.

This may help identify any incidents or issues that have happened, and are publicly available online, which the School or Trust might want to explore with the candidate at interview.

Successful candidates will be required to complete a Disclosure and Barring Service (DBS) application and Health Assessment form as part of their pre-employment administration. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Application Information

We hope that you find this pack provides all of the information you need in order to consider your application for the post. Should you have any questions or matters you would like to discuss informally, or to arrange a visit, please contact:

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| Contact Name: | Caroline Spencer, Nursery Manager |
| Contact Email Address: | nursery@helston.tpacademytrust.org |
| Contact Telephone Number: | 01326 575010 |

Please note that CVs will not be accepted.

Application packs can be downloaded from: www.tpacademytrust.org/web/application_pack/604811

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| Closing Date: | Sunday 5 th January 2025 |
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Completed applications must be returned to aatkinson@helston.tpacademytrust.org and be received by 12 Midnight on the closing date provided.

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| Interview Date(s): | To be confirmed |
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To ensure the fairness of the selection process, shortlisting will be based upon information which you provide in your application, and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

If we have not contacted you within 14 days of the closing date, it is unlikely that you have been shortlisted on this occasion. Many thanks for your interest in this post.