

New Vacancy Advert FORMAT/LAYOUT (all fields to be completed)

Trust: DNEAT

Academy Name: Mundford COE Primary Academy

Vacancy Job Title: Nursery Assistant

Pay Scale: Scale C

Annual Value: £ 21,695

Pro-Rata Value: £ 13,555.09

Full Time/Part Time: Part time

Hours per week: 32.2 per week

Term Time: 38 weeks per year

Start Date: 31st October 2022



Mundford Church of England Primary Academy

Executive Headteacher: Mrs Sarah Godbold

St Leonard's Street, Mundford, Thetford, IP26 5ED

Tel: 01842 878278 Email: office@mundford.norfolk.sch.uk Web: www.churchsidefederation.norfolk.sch.uk

Nursery Assistant (Scale C) SCP 10 30 hours a week 38 weeks per year £21,695 (pro rata)

Start Date: 31st October 2022

Situated in the beautiful rural village of Mundford is Mundford Church of England Primary Academy. The school is part of the Churchside Federation, federated with Gooderstone Church of England Primary Academy.

This is an exciting opportunity to work in our new nursery class 'Acorns.' In September we added a Nursery class to our Mundford family and we are thrilled with the uptake of spaces. Due to this increasing interest we are looking to recruit a further member of staff to support our 3 year olds. Our SENDCo and highly experienced EYFS teacher will have overall responsibility of the Nursery class. Your role will be to support both the Class teacher and SCP 16 Nursery Assistant (cover supervisor) in the classroom.

The successful candidate will:

- Be an excellent practitioner who is passionate about children's learning
- Inspire and excite children in their learning
- Consistently set high expectations for pupils
- Have excellent communication skills
- Be willing to contribute to the common goals of the Federation
- Have a firm commitment to our Christian ethos, vision and values.

The school offers:

- Enthusiastic children who are proud of their village school
- An excellent environment in which to develop professionally
- A friendly, supportive staff team and skilled support staff
- Supportive governors and parents

How to apply:

- Return completed applications to office@mundford.dneat.org
- The closing date for completed applications: Monday 17th October 2022 9am
- Interviews: Thursday 20th October 2022

How to Apply:

Completed application form to be emailed to; office @mundford.dneat.org

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

Visits to the school are warmly welcomed. Please contact the school office to book an appointment or speak with the Executive Headteacher or Head of school

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Standardised Advert Wording for use in ALL adverts following the main body of the advert.

Culture and ethos:

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Safeguarding

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities

The Diocese of Norwich Education Services Company (DONESC) has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post holder will ensure that the DONESC meets its statutory obligations in relation to all aspects of equalities legislation. This post involves regular travel around the Diocese and maybe some evening and weekend work. This job description is not an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing of DONESC.