

High Kirk Community Preschool

Position: Preschool Assistant – Permanent contract.

Thank you for your interest in the above position.

Please find included an information pack containing the following information:

- Advertisement
- Job description
- Person specification
- Summary of main terms and conditions
- Application form.

Read all the information about the job (the covering letter, advertisement, job description, person specification, terms and conditions). It is important that you provide sufficient information on the application form to demonstrate how you meet the essential and desirable criteria. We will assess your application against the Personal Specification.

Completed application forms should be marked **Private and Confidential** and sent to:

High Kirk Community Preschool
65-71 Thomas Street
Ballymena
BT43 6AZ

Closing Date: Wednesday 1 June 2022 at 12.00 noon.
Applications received after the time and date will not be considered.

Shortlisted candidates will be contacted by email or letter.

Yours faithfully,

Ruth Millar (Chairperson Preschool Management Committee)

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

Advertisement

Applications are invited for the post of PRESCHOOL ASSISTANT

Essential criteria include QCF Level 3 and 2 years' minimum paid experience in an Early Years setting.

Hours: 23.5 per week

Rate of pay: £9.81 per hour.

For a job description and application form please contact:

High Kirk Church Office
65-71 Thomas Street
Ballymena
BT43 6AZ

Email: office@highkirk.org.uk

Website: www.highkirk.org.uk

CLOSING DATE: Wednesday 1 June 2022 at 12.00 Noon

Interviews will be held on Wednesday 15 June 2022

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

Job Description

Job title:	Preschool Assistant
Responsible to:	Preschool Leader
Hourly rate:	£9.81
Hours per week:	23.5
Full time:	Permanent
Proposed start date:	1 September 2022

High Kirk Community Preschool, an integral part of High Kirk Presbyterian Church, is committed to delivering excellent outcomes for children by providing a quality learning environment for the preschool child. We pride ourselves on running a setting where children are happy, safe, and able to reach their potential. The inclusive, caring ethos in which each child is valued builds the children's confidence and contributes to their well-being and positive attitudes towards learning. Our staff team is the most important resource we have, and we want staff who are child centred and are willing to go the extra mile to ensure our children fulfil their potential.

Job Purpose

The Preschool Assistant will support the Leader in ensuring that there is a safe, caring and welcoming environment for children and their families.

Responsibilities

- To ensure a high standard of physical, emotional, social, and intellectual care for children placed in the Preschool.
- To help ensure that the playroom is appropriately laid out before sessions commence and is tidied up after sessions end.
- The Preschool Assistant will ensure good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in DHSSPS guidelines.
- To attend and participate in all staff meetings and assist in planning and preparation of same.
- To carry out regular observations, to assess each child's needs within the group and to plan daily to meet these needs.
- To help prepare for and take part in all the group's activities.
- To take part in special events and group outings.
- To liaise with parents/guardians and establish strong effective links.
- To listen to, encourage, enable, and stimulate the children and to ensure their safekeeping.
- To attend relevant evening meetings and courses as directed by the Preschool Leader or Management Committee. Course fees may be considered by the management for approved training.
- To be committed to own personal development and growth.
- To adhere to Safeguarding and Child Protection Policy and Procedures.
- To advise the Preschool Leader of any matter requiring attention, such as concerns about a child or equipment which needs to be repaired/replaced.
- To keep strictly confidential any personal information regarding the children, their families or other staff which has been gained as part of the job. Such information must not be passed on unless it is in the interest of a child.

The list of responsibilities above is not exhaustive and the Preschool Assistant may be expected to take on other reasonable duties as assigned by the Preschool Leader.

HIGH KIRK COMMUNITY PRESCHOOL BALLYMENA

PRESCHOOL ASSISTANT PERSON SPECIFICATION

ESSENTIAL CRITERIA

- A minimum of QCF Level 3 in Child Care Learning and Development.
- Two year's continuous experience with Preschool children in a paid capacity.
- Knowledge and experience of the Preschool curriculum.
- Ability to identify problems and refer to Leader.
- Ability to work as part of a team.
- Ability to relate well to children and their parents/guardians.
- Ability to lift children and equipment when required.
- Willingness to attend training and evening meetings.
- An understanding of child development and the importance of meeting the needs of the individual child.
- Be in sympathy with the beliefs and practices of the Presbyterian Church in Ireland.

DESIRABLE

- Music skills.
- Experience of working with children who have English as an additional language.
- Experience of working with SEN children.
- IT skills.
- First Aid qualification.

Summary of Main Terms and Conditions of Service

1. Conditions of service for this post will be determined by High Kirk Community Preschool Management Committee.
2. The post is a permanent contract with a six-month probationary period.
3. The remuneration for the post is £9.81 per hour and will be paid monthly retrospectively. The annual salary is based on a period of 43 weeks and paid proportionally over 12 months. The salary will be reviewed annually. Overtime is paid at the hourly rate.
4. Working hours: Monday, Tuesday and Wednesday - 8.30 am until 1.30 pm.
Thursday - 8.30 am until 1.00 pm
Friday – 8.30 am until 12.30 pm
5. A sickness pay scheme is in operation.
6. There is a stakeholder pension scheme applicable to your employment.
7. The successful applicant is subject to an AccessNI Enhanced Check under the Safeguarding of Vulnerable Groups (NI) Order 2007.

Application Form: Private and Confidential

High Kirk Community Preschool

Closing date: _____

Date received: _____

Job title: Preschool Assistant

Please complete this form in **BLOCK LETTERS** and return it on or before the closing date which was specified on the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.

YOUR NAME AND CONTACT DETAILS

Full Name	
Postal address	
Postcode	
Email address	
Telephone number(s)	

YOUR QUALIFICATIONS

Level (e.g.GCSE/Degree)	Subject/name of course	Grade attained

YOUR MEMBERSHIP OF PROFESSIONAL BODIES

Name of professional body	Grade of membership

YOUR EMPLOYMENT HISTORY

List your previous employers in reverse order, starting with your current or last employer.

Employer's name and address	Dates of employment	Job title and main duties	Final salary and reason for leaving

Give details of any time not accounted for or any gaps in employment history in the last 10 years.

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CRIMINAL CONVICTIONS

High Kirk Community Preschool will carry out a criminal record check appropriate for the post you are applying for. Checks will only be carried out on candidates to whom we make an offer of employment and that offer is subject to the criminal records check.

If the post is in an area of regulated activity, you should be aware that it is a criminal offence to apply if you are on the Barred List.

Please confirm that you are eligible to work in regulated activity: Yes/No (delete as appropriate)

If you are eligible but you have other criminal convictions, then it is High Kirk Community Preschool policy to take a risk-based approach leading to a final decision on whether the offer of employment can stand. We will consider issues such as the nature of the offences, their relevance to the post, the pattern of offending and the time elapsed, etc. We may want to discuss this with you before reaching a final decision. Please be aware that although we do not ask candidates to reveal any criminal convictions, you should consider if the convictions have any relevance to any part of the form before signing the declaration below.

DECLARATION

I declare that the information I give here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving you.

Signed: _____

Date: _____