

Apprenticeship Vacancy Matching Service - Vacancy Template

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| Vacancy Title | Apprentice Classroom and Nursery Assistant Level 3 (Early Years and Nursery) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer Name This should be the employers full registered name | Employer Name: Moorland C of E Primary Academy Trading Name (if different): ERN: | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacancy Short Description The short description is read by Candidates when they view the initial search results. It should give enough detail to either entice the Candidate to read more (the full description) or know that this vacancy was not what they were looking for. | (maximum number of characters 256) This role is a great opportunity to learn and develop and begin a career working in the Education sector. The vacancy would be in our Early Years and Nursery classes assisting in creating a happy, safe, secure and stimulating environment. You will play a key role in the crucial early development of the children in our school and nursery. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vacancy Full Description Description of vacancy to identify: The role and how it fits within the organisation. The department, area or team that the vacancy applies to. Key responsibilities. | <p>You will be required to:</p> <ul style="list-style-type: none"> • Work with individual/groups of children • Support pupils to understand instructions • Follow instructions from teachers/Deputy Manager • Support personal and social needs of pupils • Complete observations and assessments using Tapestry • Support, extend & scaffold children’s learning in particular their key group • Prepare classroom as directed for lessons and clear away afterwards • Assist with the displays of pupil’s work • Support the teacher in managing pupil behaviour • Provide clerical/admin support such as photocopying/filing/typing etc • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Attend weekly meetings <p>The post holder may be required to perform duties other than those given in the job description. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed</p> <p>Should you not possess suitable concession qualifications, you are also required to attend college to undertake Functional Skills Qualifications.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Weekly Wage £ (Which must equate to at least a minimum of £3.70 per hour) | Total Weekly pay: £ (£ 3.70 x 35 hours) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Working Week ✓ This must set out: Working days, start and finish times of shift work and summary of the hours. | <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 5%;">Mo</td><td style="width: 5%;">✓</td><td style="width: 5%;">Tu</td><td style="width: 5%;">✓</td><td style="width: 5%;">We</td><td style="width: 5%;">✓</td><td style="width: 5%;">Th</td><td style="width: 5%;">✓</td><td style="width: 5%;">Fr</td><td style="width: 5%;">✓</td><td style="width: 5%;">Sa</td><td style="width: 5%;"></td><td style="width: 5%;">Su</td><td style="width: 5%;"></td> </tr> <tr> <td colspan="2">08.15– 15.45</td><td colspan="2">08.15 – 15.45</td><td colspan="2">08.15 – 15.45</td><td colspan="2">08.15 – 15.45</td><td colspan="2">08.15 – 15.45</td><td colspan="2"></td><td colspan="2"></td> </tr> </table> <p>Total Number of Hours Paid Per Week: 35</p> | Mo | ✓ | Tu | ✓ | We | ✓ | Th | ✓ | Fr | ✓ | Sa | | Su | | 08.15– 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | | | | |
| Mo | ✓ | Tu | ✓ | We | ✓ | Th | ✓ | Fr | ✓ | Sa | | Su | | | | | | | | | | | | | | | | | |
| 08.15– 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | 08.15 – 15.45 | | | | | | | | | | | | | | | | | | | | | |
| Future Prospects This should be completed so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects. | It is intended that - providing you successfully complete your apprenticeship - you will be considered for a permanent position should there be a vacancy within the school. | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| <p>Employer Description</p> <p>This should clearly describe what the employer does, Please reflect the size, location and environment where possible.</p> <p>(If this information is available on, and can be taken from, the company's website - by cutting and pasting - please state accordingly).</p> | <p>We are a primary school located in Belton, Great Yarmouth. We cater for children from the age of 2 – 11 years old. We currently have over 300 pupils on roll in 13 classes.</p> | | | | | | | |
| <p>Employer Website</p> | <p>www.moorlands.dneat.org</p> | | | | | | | |
| <p>Vacancy Location ✓</p> | <p>Specific Location</p> | | <p>✓</p> | <p>Multiple Locations</p> | | | | |
| <p>Contact Name</p> <p>Please provide these details for the main contact for the Employer</p> | <p>Title</p> | <p>Mrs</p> | | | | | | |
| | <p>First Name</p> | <p>Andrea</p> | | | | | | |
| | <p>Surname</p> | <p>Mathers</p> | | | | | | |
| | <p>Position</p> | <p>Office Manager</p> | | | | | | |
| | <p>Telephone</p> | <p>01493 780007</p> | | | | | | |
| <p>Email Address</p> | <p>office@moorlands.norfolk.sch.uk</p> | | | | | | | |
| <p>Employer Address</p> <p>Please provide the full address, including postcode</p> | <p>Moorlands Church of England Primary Academy, Moorland Way, Belton, Great Yarmouth NR31 9PA</p> | | | | | | | |
| <p>No. of vacancies ✓</p> | <p>One</p> | <p>✓</p> | <p>Two</p> | | <p>Three</p> | | <p>Other</p> | |
| <p>Occupation Type e.g. engineering</p> | <p>Children and Young People's Workforce (EYE Framework)</p> | | | | | | | |
| <p>Vacancy Type ✓</p> | <p>Level 2 Apprenticeship</p> | | <p>Level 3 Apprenticeship</p> | | | <p>✓</p> | | |
| <p>Training to be Provided by the College (for College staff use only)</p> | | | | | | | | |
| <p>Awarding Body</p> | <p>Titles of NVQ/s and technical certificate/s</p> | | | | | | | |
| <p>NCFE</p> | <p>CACHE Diploma for the Early Years Workforce (Early Years Educator) Level 3</p> | | | | | | | |
| <p>Pearsons</p> | <p>Award in Employment Responsibilities and Rights in Health, Social Care or Children's Setting Level 2</p> | | | | | | | |
| <p>Subsidiary Key Skills Aims</p> | | | | | | | <p>Y/N</p> | <p>Level</p> |
| <p>Functional Skills qualification in English</p> | | | | | | | | <p>2</p> |
| <p>Functional Skills qualification in Mathematics</p> | | | | | | | | <p>2</p> |
| <p>Functional Skills in Information and Communication Technology</p> | | | | | | | | <p>2</p> |
| <p>Personal Learning and Thinking Skills</p> | | | | | | | | |
| <p>CACHE Diploma for the Early Years Workforce (Early Years Educator) Level 3</p> | | | | | | | | |
| <p>Pearsons Level 2 Award in Employment Responsibilities and Rights in Health, Social Care or Children's Setting</p> | | | | | | | | |
| <p>City & Guilds Level 2 Functional Skills in Maths, English and ICT</p> | | | | | | | | |
| <p>Personal Learning and Thinking Skills</p> | | | | | | | | |
| <p>Expected Apprenticeship Duration</p> | <p>Up to 24 months</p> | | | | | | | |

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| <p>Skills required</p> <p>List the key skills (technical and soft skills) sought.</p> <p>Whilst this field is optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.</p> | <p>You will have the following skills:</p> <ul style="list-style-type: none"> • Good practical and problem solving skills • Ability to interact well with children • Good organisational skills with attention to detail • Ability to follow guidance and instructions • Good communication and people skills • Ability to work independently on own initiative • Ability to work under pressure and prioritise work • Professional approach to work • Good IT skills |
| <p>Personal Qualities</p> <p>Identify the key personal qualities required for the role.</p> <p>Whilst this field is optional it is strongly recommended that any expectations are stated. This will result in the most suitable Candidates applying for your vacancy.</p> | <p>You will need to be:</p> <ul style="list-style-type: none"> • Interested in working with young children • Patient, understanding and caring in nature • Willing to get involved in practical activities • Open, honest, reliable and trustworthy • Flexible in your approach to work • Adaptable to change • Able to work as a cohesive and committed team member. • Hardworking and keen to develop new skills • Self-motivated and enthusiastic • Pro-active in your approach • Able to manage a varied workload |
| <p>Qualifications Required</p> <p>List the key qualifications required for this role.</p> <p>The minimum entry requirement, for an Apprentice with Great Yarmouth College, is four GCSE's at grade D or above. Please stipulate if you require a higher level e.g. GCSE Maths at grade C.</p> | <p>Essential - A minimum of 4 GCSEs at Grade C/4 or above which must include English and Maths (or the equivalent)</p> <p>Any other additional qualifications required</p> <p>Desirable - Level 2 Childcare or Teaching Assistant qualification</p> <p>As part of the pre-employment check process, proof of qualifications will be required.</p> |
| <p>Things to Consider</p> <p>This should be completed when it is important for the candidate to be aware, for example, that the vacancy will be based outdoors or will involve long periods of working on a computer.</p> | <p>The position is term time only and you will be required to work 39 weeks of the year, salary is paid on a pro rata basis + 5 inset days.</p> <p>This position may require some outdoor work.</p> <p>There may be a requirement for some computer use.</p> <p>The school is in a location where transport will need to be considered.</p> <p>Visits to the school are welcomed and encouraged. Please ring the school on 01493 780007 to book an appointment.</p> <p>This post comes under the requirements of the Childcare (Disqualification) 2009 Regulations, therefore successful candidates will be required to complete a Declaration form to establish whether disqualified under these regulations. Applicants will be required to undertake an enhanced DBS check.</p> |

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| <p>Important Other Information</p> <p>For example: Working away, Travel Shift work, Study for additional examinations.</p> <p>If there is any other information that you feel Candidates need to know enter it here. E.g. they will be required to work one Saturday per month.</p> | <ul style="list-style-type: none"> • The salary for this post will be reviewed after 12 months • Any holiday will need to be taken during school closure days. Term time holiday is not allowed. • Pension scheme is available <p>Please see the <i>Important Other Information Continued</i> section on the next page.</p> |
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| <p>Two Vacancy Specific Questions</p> <p>You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.</p> | <p>Question 1:</p> <p>How do you plan to travel to and from work and what is the distance to travel?</p> |
| | <p>Question 2:</p> <p>What previous experience do you have working with children?</p> |
| <p>Closing date</p> | <p>Monday 5th November 2018</p> |
| <p>Possible start date</p> | <p>As soon as all relevant checks have been carried out.</p> |

**Important Other
Information Continued
Additional Notes**

The following will appear at the end of the Important Other Information section in the advertisement:

BEFORE APPLYING FOR THIS POSITION PLEASE ENSURE THAT YOU RECORD FULL DETAILS OF ALL QUALIFICATIONS ON THE APPLICATION, AS THE FIRST STAGE OF SHORTLISTING WILL BE TO ENSURE THE MINIMUM QUALIFICATION CRITERIA IS MET.

Applications direct to the employer will not be considered – please apply using the on-line matching system.

There are eligibility criteria applied to government funded apprenticeship schemes and therefore applicants must be aged 16 or above, have been resident in the UK/EU for the last 3 years, must not possess a Degree, Level 4 qualification or above in a similar discipline or already be in any form of formal government-funded education.

The National Minimum Wage for Apprentices aged 16-18 and those aged 19 and over in the first year of their Apprenticeship is currently £3.70 per hour and applies to time working plus time spent training as this is also part of the Apprenticeship. Anyone not covered by the age category above will be entitled to the NMW appropriate to their age.

Applications will be assessed as they are received, which may result in the vacancy closing before the advertised closing date, please apply as soon as possible to avoid disappointment.