

Job Description

Kindergarten Assistant COVER



Tenure	This is an hourly paid part time post. Hours of work will be 8.45am – 12.45 each day or between 12.45 – 15.30 on Monday and Wednesday to cover in Crèche as and when needed to cover sickness and absence
Salary	Salary point B for hourly paid staff - £7.06 ph
Holidays	28 days (inclusive of bank holidays) pro rata not to be taken during term time
Education and qualifications	Ideally the successful candidate will have knowledge and experience (possibly as a parent) of early year's education in a Steiner Waldorf school. An interest and joy in working with young children is essential. Depending on your qualifications and knowledge of Steiner Waldorf education and the Foundation Stage Curriculum, you may be required to attend further training.
Duties and responsibilities	<p>You will be expected to work under the guidance of the Kindergarten Teacher / Crèche Leader who will direct you regarding your work in the classroom. This work will include:</p> <ol style="list-style-type: none"> 1) Practical assistance e.g. <ul style="list-style-type: none"> • Setting up and clearing away activities • Preparing the daily snack • Preparing future activities • Taking children to the toilet • Cleaning and tidying the classroom and kitchen 2) Working with the children as directed by the teacher e.g. <ul style="list-style-type: none"> • Helping individual or small groups of children with activities • Facilitating creative play • Helping children manage their behaviour. • Overseeing outside play. 3) Contributing towards record-keeping by making daily written observations of the children 4) Meeting with the teachers outside your working hours will occasionally be necessary 5) You are welcome to attend the weekly Early Years Department Staff meeting. <p>Any other duties as may be required from time to time</p>
Induction	The Early Years Department and the HR Mandate Group take responsibility for providing induction, mentoring and appraisal.
Management	<p>On a day to day basis the Kindergarten Assistant will be managed by the Kindergarten Teacher / Crèche Leader.</p> <p>Any matter that cannot be resolved at this level will be discussed by the Early Years Department. The Early Years Department reports through the School Management Group to the Board of Trustees.</p>

York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and passing an enhanced Criminal Records Bureau check.

York Steiner School is an equal opportunities employer and is committed to ensuring that every job applicant or employee receives equal treatment irrespective of sex, marital status, age, race, nationality, disability, sexuality or religious belief