**Person Specification: Preschool Assistant**  
**Foundation Base Leader Support**  
**Winterbourne Valley CE VA First School**

**Job Title:** Preschool Assistant  
**Location:** Winterbourne Valley CE VA First School  
**Hours:** 30 hours per week, term time only  
**Contract:** Permanent  
**Start Date:** As soon as possible

**Essential Criteria:**

1. **Experience and Skills:**
   * Experience of working with young children, particularly preschool-aged children (ages 3-5), and an understanding of their social and emotional needs.
   * Ability to work effectively as part of a team, showing excellent interpersonal skills and a positive, flexible approach.
   * Ability to support the Foundation Base Leader in delivering an engaging and effective early years curriculum.
   * A caring and patient nature, with a commitment to supporting children’s individual learning and development.
   * Good communication skills, both verbal and written, to engage effectively with children, colleagues, and parents.
   * Ability to adapt to the needs of the children and the changing demands of the school environment.
2. **Qualifications:**
   * A minimum of a Level 3 qualification in Childcare or Early Years Education (or equivalent) is essential.
   * A good understanding of Early Years policies and procedures, including safeguarding and child protection protocols.
   * A willingness to undertake additional training and professional development as required.
3. **Safeguarding:**
   * A commitment to safeguarding and promoting the welfare of children and young people, in line with the school's policies.
   * The successful candidate will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and provide references in accordance with safer recruitment guidelines.
4. **Personal Attributes:**
   * Compassionate, empathetic, and patient with children, showing genuine care for their well-being and development.
   * Proactive and self-motivated, with the ability to work independently and take initiative when necessary.
   * Strong organisational skills and the ability to manage time effectively, especially within the structured school timetable.
   * A positive, “can-do” attitude, demonstrating flexibility and a willingness to support colleagues where needed.
   * A sense of humour and the ability to create a fun and engaging learning environment for young children.

**Desirable Criteria:**

1. Experience of supporting children with additional needs or SEN (Special Educational Needs).
2. First Aid training (or a willingness to undertake training).
3. Knowledge of the Early Years Foundation Stage (EYFS) curriculum and assessment methods.
4. Recent training or qualifications in Early Years education or child development.
5. A willingness to get involved with the marketing of the preschool and contribute to efforts in generating new pupils.

**Working Conditions:**

* This role is term-time only, with 30 hours per week spread across five days (Monday – Friday). The hours are:
  + 8:30am – 12:00pm
  + 12:30pm – 3:00pm
* The position includes Teacher Training days (pro-rata).

**Application Process:**

* Applications are welcomed via the Dorsetforyou website, with specific mention of any expertise or recent training that may be pertinent to the post.
* The closing date for applications is Sunday, 26th January 2025.
* Interviews will be conducted shortly thereafter, and applicants will be notified by 5:00pm on Tuesday, 28th January 2025.

**Equal Opportunities Statement:**  
Winterbourne Valley CE VA First School is committed to promoting diversity and equality in its workforce. Applications are welcome from all sectors of the community, and we encourage candidates of all backgrounds to apply.

**Further Information:**  
For more details, please contact the school office at office@winterbournevalley.dorset.sch.uk. We encourage potential applicants to discuss the role and ask any questions they may have.