

**Job Title: Early Years Assistant**

**Employing organisation:**

St Paul's Community Development Trust

St. Paul's Community Development Trust is an education and community development organisation. The Trust strives to empower and encourage those of all ages and backgrounds to take part in our programmes, activities and events, and to participate in the Trust's organisation and management.

Our Mission St Paul's Mission is 'To work for and with the community in Balsall Heath and nearby areas to help secure better opportunities and quality of life for all.'

**Location:**

Birmingham – St Paul's Nursery, Malvern St, Balsall Heath, B12 8NN

**Line Manager Job Title: Senior Early Years Practitioner**

Is this a rotational placement? No (see below)

Please add details: While not a rotational placement all staff are expected to work flexibly to support each other and the work and aims of the Trust

**Salary:** Living Wage

**Contract:**

Fixed term 6 months, 25 hours per week

Hours between 8am and 6pm, but we expect all staff to work flexibly i.e. occasional out of hours or weekend events / activities

Please confirm this is a new role: Yes

**Candidate requirements:** Candidates applying for this role must be 16-24 years and on Universal Credit.

**Job Description:**

To work as part of a team to provide a happy, caring and safe environment in which the emotional, physical, social, intellectual and spiritual needs are met.

**Responsibilities:**

To work alongside staff members assisting with a group of children.

Working alongside staff in the planning of stimulating activities for children in line with the Early Years Foundation Stage profile.

To acquire knowledge of, and work towards participation in observation, assessments and other records to which consumers may have access.

To undertake certain light domestic duties (e.g. serving food, washing up, cleaning) as circumstances demand.

Under supervision, to liaise with parents/carers to ensure effective communication and good relations.

**Personal Skills Required:**

- Accuracy
- Organisational skills
- Communication skills
- Ability to maintain accurate, legible records
- Good timekeeping
- Ability to work as a member of a team

**Learning & development:** Skills and personal development training will take place throughout the 6 months and will be provided at a local level by the employing organisation and partners. In addition, this role will be part of a national peer learning community alongside similar roles based within community businesses across England.