

# WARWICKSHIRE CHILDCARE RECRUITMENT SERVICE (WCRS) EMPLOYER VACANCY FORM

**Employer Details:**

**Name of Company:**

**Lapworth Pre School**

**Tele No:**

**01564 785332**

**Fax no:**

**Address:**

|                            |  |
|----------------------------|--|
| <b>Lapworth Pre School</b> | Contact Name Karen Turner or Sally Johnson   |
| <b>Station Lane</b>        | Contact's Position - Managers  |
| <b>Lapworth</b>            | Telephone No & Extension 01564 785332  |
| Warwickshire               | Email Address (if applicable) <a href="mailto:info@lapworthpreschool.co.uk">info@lapworthpreschool.co.uk</a> |
| Postcode B94 6LN           | Best time to phone is: 9 – 12am Monday to Friday.  |

**ABOUT THE VACANCY** | How many people are required? 1

Job Title : **Early Years Assistant**

Start Date: April 12<sup>th</sup> 2010

Hours – actual days and hours to be worked Monday and Friday 8.30am – 12.30pm. plus option for extra 9.30 – 11.30 on another day – not essential.

Duration – Permanent.

Name, address and postcode of where the applicant will be working Lapworth Pre School – Station Lane, Lapworth, Warwickshire B94 6LN

**Duties:**

1. What the job entails
2. Essential skills, experience and qualifications for the job
3. Desirable skills, experience and qualifications
4. Equipment that will be used
5. Any training that is available
6. Wage
7. Closing Date

Lapworth Pre School is a charitable trust and a delightful pre school serving the village of Lapworth and surrounding areas. The pre school setting runs daily from 8.45 - 12.30, and prides itself on the close relationship it has with the village and the neighbouring Lapworth School.

As Early years assistant the job holder will arrive at 8.30am to run a breakfast club with the children until the full session opens at 9.15am. This involves 4 children aged from 2 - 4 years.

At 9.15 am the assistant will then support the session in either the nursery room (aged 3 +) or the toddler room (aged 2-3).

NVQ Level 2 or equivalent experience is desirable.

Full CRB checks will be required.

Knowledge of EYFS desirable.

The pre school does support staff members who wish to increase their skills by progressing through NVQ training, and will also expect the applicant to attend training session which are paid but may be outside of school hours. (Full notice will be give)

The wage is competitive - between £6 and £7 per hour dependent on qualifications and experience.

Closing date for the application is mid day Tuesday 16<sup>th</sup> March. We would like to interview prior to Easter Closure

(Friday 26<sup>th</sup> March) and would hope to start the new assistant for the New term (April 12<sup>th</sup> ) or as soon as possible after.

Would you like details on New Deal options by the Job Centre Plus    no

How would you like people to apply for the vacancy? **In writing with a letter and full CV.**

**Signature.** Please note that by signing this form you also agree to provide the WCRS with full details all persons employed in this vacancy or all applicants that apply but are offered work in another vacancy.

**Signed Judith Hough – Chair Lapworth Pre School**  
**Date March 2<sup>nd</sup> 2010.**