

WEST CORNFORTH PRIMARY SCHOOL INFORMATION

School name and number

West Cornforth Primary School

Address

High Street
West Cornforth
DL17 9HP

Telephone

01740 654315

Email

westcornforth@durhamlearning.net

Job title	Early Years Apprentice
Salary	National Apprenticeship Wage
Contract Type	Temporary
Start date	September 2023
End date	On completion of apprenticeship
Hours per week	Full Time (37 hours)
Starting/finishing time	Hours will vary Hours will be given on a rota basis. (Please be aware the school is open from 7:15am until 6pm.)

We are looking to recruit an Early Years Apprentice, to achieve CACHE Level 3, who will have responsibility to provide wide ranging support to all members of the school's early years provision.

We are looking for someone with a 'can do' attitude, a team player, with good communication skills both verbal and written.

Duties include but are not limited to:

- Providing high quality care and education in line with Early Years Foundation stage framework for children in the nursery and Reception classes
- To assist in supporting parents and families
- To assist on planning and curriculum design
- To work as part of the nursery team and participate in appropriate professional development
- To contribute to the organisation and administration of the school's wraparound childcare provision

All apprentices are supported and guided throughout their placement by key individuals within their team with additional mentoring support from the Early Years Leader.

The successful candidate will be given a mentor, work plan and release time for external training. Training will take place at Durham New College.

The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to an enhanced disclosure DBS check.

Durham County Council is an Equal Opportunities Employer. We want to develop a more diverse workforce and we positively welcome applications from all sections of the community.

Applicants with disabilities will be invited for interview if the essential job criteria are met.

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Term time only plus two additional weeks' pay is calculated on the basis of the following:

- Number of 'teaching' weeks – 38 weeks; plus
- Public (bank) holidays – 1.6 weeks (8 days); plus
- Two additional weeks, inclusive of CPD – 2 weeks; plus
- Individual leave entitlement - 5.4 weeks (27 days) or 6.4 weeks (32 days)

Individual leave entitlement is calculated on the length of continuous service. Employees with less than 5 years' service will receive 27 days annual leave.

This post is not open to job share.

Essential Qualifications

Have at least 2 GCSE including English and Maths at grades A-C (or equivalent)

Closing Date: Monday 17th April 2023

Shortlisting: Tuesday 18th April 2023

Interview date: Tuesday 2nd May 2023

Applicants are encouraged to visit the school.

Contact for application packs:

Mrs Karen Crozier

01740 654315

westcornforth@durhamlearning.net

Contact for information about the post:

Jill Hodgson

01740 654315

westcornforth@durhamlearning.net

Please note that the Childcare Disqualifications Regulations 2009 apply to this position and therefore you are required to complete the "disqualification by association" declaration form. Should you be successful in your application for this post, your appointment can not be progressed without this declaration.

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

All School Posts are subject to satisfactory Enhanced DBS Disclosure