



**HOLMWOOD HOUSE**  
SCHOOL

I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 boys and girls access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: [www.holmwood.house](http://www.holmwood.house)

With best wishes,

A handwritten signature in black ink, appearing to read 'Alexander Mitchell', written in a cursive style.

Alexander Mitchell  
**Headmaster**

## **Job Description and Person Specification**

<b>Job title:</b>	Pre-Reception Practitioner
<b>Reporting to:</b>	Pre-Reception Room Leader, Head of Phase and Headmaster
<b>Hours:</b>	Monday to Friday, term-time only (35 weeks), 40 hours per week (7:30am-4:15pm, 8am-5pm, 8.30am-5.30pm, 9am-6pm on a rotational basis as required)
<b>Start date:</b>	1 September 2021
<b>Salary:</b>	£

We are looking for an exceptional Level 3 qualified Pre-School Practitioner to work in our beautiful Pre-Reception setting at the school site.

### **Brief description of responsibilities:**

- To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers to ensure each child's needs are recognised and met.
- To assist with planning using the Early Years Foundation Stage (EYFS) curriculum for guidance.
- To help to set up the room for the daily programme and to help tidy away at the end of the day.

### **Qualifications & Skills:**

- Minimum Level 3 in Childcare (or equivalent) is essential.
- Good standard of written English essential.
- Previous experience of working with young children.
- Sound knowledge of the Early Years Foundation Stage (EYFS)
- Experience and knowledge of safeguarding and child protection procedures. Should hold a Safeguarding Certificate
- Good communication skills
- An understanding of play-based approaches to children's learning and development
- Commitment to equal opportunities
- Commitment to working effectively with young children and families
- Friendly and flexible approach at work which facilitates the development of effective relationships

- Willingness to be flexible with working arrangements according to the needs of the setting and the ability to support the Pre-Reception Room Leader.
- First Aid Certificate (desirable but training can be given)
- Food Hygiene Certificate (desirable but training can be given)
- A basic level of computer literacy with a range of IT skills and the ability to implement basic systems for child records.

### **Job Specification**

- Planning and preparing activities to meet children's individual needs. Observing and assessing key children. Maintaining development records.
- Keeping online learning journeys for each pupil
- Preparation, care and cleanliness of the Pre-Reception setting and equipment.
- Positive management of children's behaviour.
- Supervision of snack and lunch times.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs. Ensure pupils' safety and security.
- Liaising with parents ensuring effective communication.
- Adhering to the school's policies and procedures. Maintaining confidentiality.
- Keeping and monitoring accident, incident and risk assessment records.
- Any other duties appropriate to the post as directed by the Pre-Reception Room Leader, Head of Phase or Headmaster.

### **How to Apply**

If you would like to apply for the position of Pre-Reception Practitioner you will need to complete an application form by the deadline of **Monday 3 May 2021**. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

### **Completing an application form**

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV**;

- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

## Submitting an application

Applications should be submitted via the school's [online application form](#).

Application forms received electronically will be required to be signed by the candidate if they are selected for interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

## Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment. Interviews will take place **w/c 17 May**.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

## **Conditional offer of appointment**

Your employment with the School will be subject to the School being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership), or any predecessor body, or by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- if you have carried out teaching work overseas, information about whether you have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in any of those countries in which you have worked which renders you unable or unsuitable to work at the School;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at the School;
- that you are not disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management pursuant to the Childcare (Disqualification) Regulations 2009;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

## **Disclosure and Barring Service (DBS)**

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence

- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

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

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the Abigail Wills, Headmaster's PA, on 01206 574305 or email [headmaster@holmwood.house](mailto:headmaster@holmwood.house)