

# St Mary's Nursery Dunmow - Job Vacancy

## Pre School Assistant

### Level 3 in Child care and Education or equivalent

Are you a qualified and experienced Early Years Practitioner? Do you hold a full and relevant level 3 Early Years qualification and have one year post qualification experience in early years? If so please read on....

We are a small friendly nursery consisting of 4 members of staff. We are based in Great Dunmow, we are a pack away setting. Your duties will include:

- Caring for children between the ages 2 - 5 years to effectively deliver the EYFS.
- To keep records of your key children's development and online learning journeys (tapestry).
- To develop and maintain strong partnerships and communication with parents.
- To be a good team player.
- To advise managers of any safeguarding concerns.
- To work alongside the managers and staff team to ensure the nursery's ethos is fulfilled.
- To provide high quality care and activities for the children and to recognise both individuals and group requirements in a secure and stimulating environment.
- Ensure you are familiar with key policies and procedures especially safeguarding, equal opportunities, behaviour management and health and safety.
- To work in partnership with early years professionals.
- To set up the nursery daily and pack away at the end of the session.
- Hours: 20.5 hours per week – Monday to Friday 8am – 2.45pm  
Tuesday, Thursday 8am – 12pm (term time only)

School type:

- Preschool

Experience:

- Childcare: 1 year (preferred)

If you are interested in applying for the above position, please send your CV and Covering letter to [smchurchnursery@gmail.com](mailto:smchurchnursery@gmail.com) for the attention of Helen and Claire.