



Vacancies for September 2021

Pre-School Early Years Assistant – Various Roles

The Portsmouth Grammar School Pre-School

The Portsmouth Grammar School is a leading co-educational school located in the historic heart of Portsmouth.

We offer outstanding care for children aged 2½ to 4 in a modern and well equipped Pre-School facility, enabling children to become active, independent learners within the safest of environments. We inspire learning through excellent play opportunities and a passion for bringing a rich and varied curriculum to life.

We have number of roles for Early Years Assistants in our Pre-School to start as soon as possible in September 2021.

The PGS Pre-School is open 38 weeks per year and Early Years Assistants are also required to be present at Open Mornings, Parents' Evenings and attend Professional Development Days (INSET).

The hours of work will vary according to the role. We welcome applications from candidates who can work flexibly to cover the Pre-School core day and in addition to cover one early and one late shift each week in our extended day wrap around care from 07.15 am in the morning and to 18.15 in the evening. The work pattern across the extended day and wrap around care will be as directed by the Pre-School Lead in accordance with a fixed rota system.

It is a requirement that all Early Years Assistants hold a relevant childcare qualification to at least NVQ Level 3 and previous experience within an EYFS setting would be an advantage.

Early Years Assistants report to the Pre-School Lead.

The available roles are as follows and will be discussed further at interview. Candidate are asked to indicate their preference in their application.

- **Early Years Assistant Keyworker (Job share 17.5 hours per week, Thurs and Fri, 1 early and 1 late shift)**
- **Early Years Assistant Keyworker (38.5 hours per week, 1 early and 1 late shift)**
- **Early Years Assistant - Senco (38.5 hours per week, 1 early and 1 late shift)**
- **Early Years Assistant - Toddler Group (6 hours per week, no early or late shifts, Wed, Thurs, Fri)**

Individual job descriptions and work patterns are available for each role.

Contract of Employment:

All conditions of employment are detailed in a separate contract issued by the Bursary.

The Portsmouth Grammar School prides itself on being a caring employer and all staff are encouraged to discuss any aspects of their terms and conditions of employment initially with their line manager and, as necessary, with the Bursar who signs all contracts of employment on behalf of the Governing Body.

Benefits:

The school is a strong supporter of Continuing Professional Development (CPD) and support staff wishing to undertake appropriate professional training can apply for financial support towards any associated costs.

A two course lunch is provided to all staff during term time.

The school will auto-enrol eligible support staff into the NEST pension scheme and also offers an alternative pension scheme with Scottish Widows whereby if the employee contributes 6.5% of salary the school will contribute 8.5%. We also have a non-contributory death-in-service policy.

PGS is an approved operator of the 'salary sacrifice' Cycle to Work Scheme. All staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.

How to apply:

PGS is committed to safeguarding children and the successful applicant will be subject to an Enhanced Disclosure DBS check.

Further information is available on the website at www.pgs.org.uk under the 'About Us' section and any queries regarding the vacancy should be emailed to HR@pgs.org.uk.

An electronic application would be preferable, submitted to HR@pgs.org.uk

All applicants should complete a support staff application form, with a full curriculum vitae and a covering letter addressed to Mrs Amy Wilson-Smith, Head of the Junior School, The Portsmouth Grammar Junior School, High Street, Portsmouth, Hampshire PO1 2LN. Please include email addresses whenever available. All applications should be accompanied by the names, addresses, email and telephone numbers of two referees.

Please indicate in your application which role(s) you wish to be considered for.

Candidates are also welcome to apply through the TES website using the application form linked to our PGS advert.

The closing date is noon, 7th September 2021 and interviews will be scheduled during early September.

We may interview and appoint candidates who make a strong application prior to the closing date and therefore early applications are encouraged.

We look forward to hearing from you.

August 2021