



EDINBURGH  
STEINER  
SCHOOL

## Vacancy

### Early Years Assistant

#### Personal qualities:

Positivity and joy, willingness to learn, creativity, flexibility, commitment, attention to detail.

#### Skills and Knowledge:

An understanding of principles of Steiner Waldorf Early Years education, the ability to work on own initiative when required, a proven ability to relate to young children, willingness to learn, and the capacity to communicate and co-operate with colleagues are all essential. Skills and knowledge in gardening, cooking, outdoor and indoor craft and domestic activities are desirable.

#### Experience:

Recent experience of working with young children is essential.

#### Duties will include:

- Adhering to the Policies & Procedures of the Edinburgh Steiner School; compliance with the Children and Young People (Scotland) Act, GIRFEC, and Health and Safety legislation; understanding the requirements of the National Health and Social Care Standards; working together with colleagues to meet the requirements of the Care Inspectorate and Edinburgh City Council; ensuring confidentiality is maintained in the kindergarten.
- Working as part of a team; being available to provide cover for absent staff where necessary - in both Kindergarten and Afterschool Club.
- Care and supervision of the children, with the guidance of the kindergarten teacher.
- Working with the kindergarten teacher on planning, review, and preparation of activities and festivals, as appropriate for all the children in the class.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background;



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- Positive management of children's behaviour; providing a good example of behaviour and language for children to imitate;
- Preparation, care, cleanliness and maintenance of the indoor and outdoor space;
- Keeping accident, incident and risk assessment records;
- Attendance at staff meetings when appropriate/possible;
- Participating in parents' evenings, publicity, festivals and open days, department meetings, CPD, regional conferences and in service days where appropriate;
- Undertaking any other duties and responsibilities as may be reasonably expected of a kindergarten assistant.
- Working with individual, or small groups, of children on craft projects, or outdoor projects.

**Hours** – 28 and a half per week, from 08.30 until 12.55, Monday to Friday, with the remaining hours to be agreed with the Early Years teachers. Hourly rate: £9.90 per hour, with a pro rata partial fee remission. Term time only, 36 weeks per year. The annual salary of £10,157.40 will be paid in 12 equal monthly instalments.

Please note: the successful applicant must be eligible for registration with the Scottish Social Services Council.

Please apply by submitting your CV together with the names and contact details of two referees, plus a letter of application describing yourself, your skills and appropriate experience to Susie Musgrave, Edinburgh Steiner School, 60 Spylaw Road, Edinburgh, EH10 5BR or by email to: [kindergarten@edinburghsteinerschool.org.uk](mailto:kindergarten@edinburghsteinerschool.org.uk).

Closing date: Friday 10 th June 2022

If you would like to discuss this post, please contact Susie at the above email address.