



EDINBURGH  
STEINER  
SCHOOL

## VACANCY: Early Years Assistant

### Personal qualities:

Positivity, creativity, flexibility, commitment, attention to detail.

### Skills and Knowledge:

- An understanding of the 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:

- Working as part of a team in both early years and the afterschool club.
- Care and supervision of the children, with the guidance of the early years teacher.
- Working with the early years 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;
- 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 an early years assistant.
- Working with individual, or small groups, of children on craft projects, or outdoor projects.
- 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 early years department.



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### Hours

35 hours per week, from 27 th October 2024. Monday – Friday during term time only, 36 weeks per year, plus 7 weeks annual paid leave. The annual salary of £18,060.00 will be paid in 12 equal monthly instalments. This post also carries partial fee remission.

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 Helen Newton on [kindergarten@edinburghsteinerschool.org.uk](mailto:kindergarten@edinburghsteinerschool.org.uk)

Closing date Sunday 20 th October, 2024.