



Wrenthorpe Pre-School  
Wakefield  
Keyworker  
Application Pack

Dear Colleague,

Thank you for taking the time to read this pack in considering if this is the role for you. If you are energetic, dynamic, dedicated and passionate about Early Years Education and Care, suitably qualified and have experience in the field I would love to hear from you.

As a Keyworker you will work alongside our Manager and Deputy Managers and be part of our learning environment in our successful and exciting Pre-School, based at Wrenthorpe Academy, you will also have the support of the Executive Headteacher, Pre-School's admin officer and the Trust's Central Team.

We are looking to add to our excellent team of dedicated staff, most of whom have been with us for many years. We work closely with parents and carers, our schools, professionals and outside agencies such as special educational needs support services, social services and paediatric therapists.

The wellbeing of our staff is important to us. Our teams are supported via staff supervisions and annual performance management appraisals. Professional Development for all staff is built into our development plans to ensure that everyone can be the best practitioners that they can be and we keep up to date with our practice and provision for children.

Our mission is to provide high quality early years education and childcare in a friendly, safe, caring and stimulating environment where all children and adults are valued and treated as individuals, respected, feel confident and part of our Waterton Pre-Schools family.

If this sounds like something you want to be a part of then come and join us, make a difference, nurture our children to enable them to reach for the stars!



I love how independence is encouraged by the staff and children are encouraged to follow their interests.

**Claire**

**Keyworker**

I look forward to hearing from you.  
Yours sincerely,



Mrs Becky Cook  
Executive Headteacher

Hello,

I have worked at Wrenthorpe Pre-School for over 17 years, having started out as a playleader, I am now the manager of the setting. I can honestly say it's as enjoyable today as the day I started.

Working with 2, 3 and 4 year olds is an experience you never forget; they broaden your smile and make every day special.

Having three children of my own that came to our Pre-school I feel passionate about maintaining and improving on our high standards of Early Education and Care to ensure we are providing the best start we can give our children.

I value my team, they are our most important resource in Pre-School, I am proud of the work they do with our children and the relationships we build with our families.

I am looking for a talented individual to join me and I look forward to hearing from you and to welcoming the successful candidate to the team.

Lindsey Sykes  
Wrenthorpe Pre-school  
Manager

## About Us

Wrenthorpe Pre-School has been operating for over 50 years and was the first Pre-School to join the successful Waterton Academy Trust in 2018. It is based in Wrenthorpe Academy, which is situated in the village of Wrenthorpe on the outskirts of Wakefield.

Wrenthorpe Pre-School is a very busy, extremely exciting and vibrant setting, so we are looking for an outstanding practitioner to join us in continuing our journey for the children and families of the community, in providing the care and education they deserve.

We are a safe, happy and inspiring environment with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs. You will become an integral part of our team of passionate staff who work tirelessly to create an enjoyable learning experience for our children.

Wrenthorpe Pre-School offers sessional and full day care for children aged 2-5 all year round.

This is an exciting role and brings with it an opportunity to work closely with the Pre-School Executive Headteacher, Senior Manager and Wrenthorpe Pre-School Manager and Deputy Managers to continue to shape the direction of the service. Appropriate induction training and support will be given to ensure the postholder is successful in this role.

Our Pre-Schools are supported by our central business support team which has grown in experience, knowledge and size over time and are highly regarded by our schools.

The post is to commence 8<sup>th</sup> January 2024.

### **We are looking to appoint someone who:**

- Is committed to supporting our common purpose of providing our children with the best possible Early Years Education and Care
- Has a deep knowledge of the EYFS and can provide a range of suitable activities and opportunities to play in a well maintained EYFS environment to enhance learning
- Is committed to inclusion and can respect and cater for individual children's needs
- Is a good communicator and able to deliver high standards
- Will be a friendly and welcoming presence in the setting and develop positive working relationships with parents, carers and professionals
- Is patient and calm

### **In return, we can offer:**

- A friendly, welcoming pre-school set within a thriving and inclusive school
- A supportive and forward-thinking leadership team
- A commitment to your professional development
- Free parking
- Free childcare within one of our settings
- A cycle to work scheme
- An excellent pension package.
- Free DBS and update service
- Free training
- Free uniform
- Free refreshments
- A health and wellbeing package

## Job Description

<b>Job Title:</b>	<b>Keyworker</b>
<b>Employer</b>	Waterton Pre-Schools
<b>Reporting to:</b>	Pre-School Manager / Deputy Manager
<b>Salary:</b>	Grade 4 (£23,500 - £23,893 FTE) £14,174 - £14,411 (Actual)
<b>Workplace:</b>	Wrenthorpe Pre-School, Imperial Avenue, Wakefield, WF2 0LW
<b>Hours:</b>	26 hours and 45 minutes per week Term Time Only
<b>Job status:</b>	Permanent

<b>Purpose of the Post:</b>	To work with colleagues to provide a curriculum of stimulating activities and opportunities for play and learning whilst ensuring the safety and wellbeing of our children in line with the policies of the provision.
<b>Responsibilities:</b>	<p>A Keyworker has responsibility to build a positive relationship and develop a group of named children and encourage and support all aspects of the children's learning, development and welfare in line with the Early Years Foundation Stage (EYFS).</p> <ul style="list-style-type: none"> <li>• Play a key role in preparing for the delivery of education across the provision</li> <li>• Take responsibility for the upkeep of a provision area within the provision</li> <li>• Promote high standards at all times ensuring in practice they are met</li> <li>• Assist with the preparation and maintenance of spaces and resources to meet the learning needs of all children</li> <li>• Take account of new developments, adapting for use in the provision</li> <li>• Maintain child progress files for your children and discuss any concerns with the manager, Deputy Manager or parents</li> <li>• Assist in monitoring the safe entrance and exit of children from the provision interacting with parents and encouraging involvement</li> <li>• Assist in preparing the setting for the activities and tidying away afterwards</li> <li>• Listen to, encourage, stimulate children's learning and ensure their safety and wellbeing</li> <li>• Interact with children providing guidance and direction on resources and activities as required to support the children's intellectual, physical, social and emotional development</li> <li>• Observe, record and monitor the progress your children make with their learning and development</li> <li>• Linking observations with learning intentions, identify next steps and provide opportunities for further learning and development</li> <li>• Conducting assessments and contributing to reports</li> <li>• Care for personal needs, e.g. washing and changing children as required</li> <li>• Supervising or assisting children with food ensuring requirements of the Food Hygiene Regulations are met at all times</li> <li>• Report to the Manager any matters needing attention or further assistance in accordance with policy, e.g. concerns about a child or equipment needing repair</li> <li>• Reporting to parents and attending parents' evenings when required</li> <li>• Participate in organised visits or events, assisting as directed</li> <li>• To share information passed on by parents / school staff with colleagues as needed to maintain high standards of safety and care</li> <li>• Undertake any administrative duties relevant and appropriate to this post</li> </ul>

	<ul style="list-style-type: none"> <li>• Other duties commensurate with the grade of the post as directed by the Manager or Deputy Manager</li> </ul>
<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Working knowledge of the EYFS</li> <li>• Contribute to the overall ethos/work/aims of the Pre-School</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
<b>Additional Information:</b>	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources:</b>	<p><b>Employees (Supervision):</b> None</p> <p><b>Financial:</b> None</p> <p><b>Physical:</b> Effective use of materials and resources</p>
<b>Customers and Clients:</b>	<ul style="list-style-type: none"> <li>• The post holder works closely with children and work involves some direct impact on the wellbeing of children through undertaking tasks or duties related to the post.</li> <li>• Regular interaction with parents and on occasion with school staff</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour</li> <li>• The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder</li> <li>• The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children</li> <li>• Outdoor working conditions in all weathers.</li> </ul>
<b>Characteristics of the post:</b>	<ul style="list-style-type: none"> <li>• The ability to occasionally attend meetings out of hours as required by the Manager.</li> <li>• Employees are encouraged to participate in training activities in order to enhance their own personal development.</li> <li>• All employees have a responsibility for promoting and safeguarding the welfare of children and young people.</li> </ul> <p><b>The following employment checks are required:</b></p> <ul style="list-style-type: none"> <li>○ Evidence of entitlement to work in the U.K.</li> <li>○ Evidence of essential qualifications – see page 1 of this job specification</li> <li>○ Two satisfactory references</li> <li>○ Confirmation of medical fitness for employment</li> <li>○ Registration with appropriate bodies (where applicable)</li> </ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p> <p><b>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</b></p>

## Person Specification

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Education & Training		Essential	Desirable	How Identified
Formal qualifications & relevant training	Level 3 qualification in early years childcare or child development	X		AF/C
	Safeguarding training		X	AF/C
	Paediatric First Aid qualification or willingness to undertake training		X	AF/C
	Food Hygiene qualification / training		X	AF/C
Experience				
Ability to undertake duties of the post	Experience in an early years or relevant setting		X	AF/I/R
	Successful implementation and working within the EYFS statutory framework		X	AF/I/R
	<u>General</u> Data Protection <u>Regulation</u> <del>awareness</del> <u>issues</u>		X	AF/I/R
	Experience of <del>funding applicat and/or</del> report writing		X	AF/I/R
Knowledge				
Includes abilities	Thorough knowledge of EYFS and safeguarding procedures	X		AF/I/OT
	Knowledge of particular health and safety issues relevant to age range	X		AF/I/OT
	Sound understanding of child development and meeting children's needs	X		AF/I/OT
	Experience of working in partnership with parents and stakeholders	X		AF/I/OT
	Creative in designing a programme of engaging activities to enhance learning	X		AF/I/OT
	Ability to be <del>organise with</del> <u>organised</u> and diligent	X		AF/I/OT

	Knowledge of Ofsted expectations and framework		X	AF/I/OT
	General administrative skills and a range of IT skills		X	AF/I/OT
<b>Physical Skills</b>				
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Ability to participate in physical play and active-based learning	X		AF/I
<b>Suitability to work</b>				
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks  Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS
<b>Additional Requirements</b>				
	Friendly, patient and enthusiastic in nature	X		AF/I
	Ability to communicate effectively and relate well to children and adults	X		AF/I
	Professional approach	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	Work in accordance with our core values and behaviours	X		AF/I
	A commitment to equality/diversity in the workplace and the wide community	X		AF/I
	A commitment to safeguarding and promoting welfare for all	X		AF/I



## Next Steps

### Further Details

For further information about the post, please contact Waterton Pre-schools Business & Finance Officer, Michelle Everett on 01924 370 770 or email [meverett@watertonacademytrust.org](mailto:meverett@watertonacademytrust.org)

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### To Apply

Completed application forms should be returned by email to [meverett@watertonacademytrust.org](mailto:meverett@watertonacademytrust.org) by the closing date below.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. [www.watertonacademytrust.org](http://www.watertonacademytrust.org)

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### Selection Timeline

Closing date: Sunday 10<sup>th</sup> December 2023

Shortlisting: Monday 11<sup>th</sup> December 2023

Interviews: Thursday 14<sup>th</sup> December 2023

*Waterton Academy Trust is committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.*

*Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.*

*An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.*

*The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.*

*We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.*

*Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.*