

Please complete the form below to raise a vacancy advert with Total People and the National Apprenticeship Service. (* = required Fields)	
Employer's name: *	Wheelock Primary School / Nova Harvey
Employer's email Address *	admin@wheelock.cheshire.sch.uk
Employer's contact number *	01270 845911
Employer's job title *	School Business Manager
Vacancy Information	
Vacancy job title *	Apprentice classroom assistant/ Playworker
Apprenticeship type	Standard - Supporting Teaching and Learning Level 3
Industry type / Sector *	Childcare/Education
Apprenticeship to be completed *	Standard Apprenticeship in Supporting Teaching and Learning L3
Full vacancy description * <i>(Please include as much detail as possible)</i>	<p>Supervise children and young people and prepare creative and play opportunities for them.</p> <p>Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the teacher or club manager.</p> <p>Under the direct supervision of the teacher or club manager, assist individual or groups of pupils and ensure their safety and wellbeing.</p> <p>Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, dressing and undressing pupils.</p> <p>Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.</p> <p>Clean and tidy the classroom / play area at the end of each session.</p> <p>Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures.</p> <p>Ensure safe arrival and departure of children and young people.</p> <p>Actively promote and support the school aims, values and ethos.</p> <p>Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club.</p> <p>The minimum duration of the course is 12 months.</p> <p>Assist with the escorting of pupils on educational and recreational visits.</p>
Weekly wage *	Apprenticeship wage – minimum of £4.15 per hour

Working week *	Between the hours of 8am - 6pm, 37 hours per week, 38 weeks a year.
Number of vacancies *	1
Closing Date *	Friday 3 rd July 2020
Interview start date *	6 th July onwards
Possible start date *	September 2020
Are Total People to initially filter applications?	No
Who will be receiving applications? Please provide email address.*	TBC
Company Information	
Company Name *	Wheelock Primary School
Address *	Crewe Road
Address Line 2	Wheelock
Town	Sandbach
Post Town *	
County *	Cheshire
Post Code *	CW11 4PY
Location of Vacancy (if different than above e.g. for branches of companies)	
Company Description *	Primary School
Number of employees *	43
Legal Status of Company (Ltd, Plc etc) *	Partnership
Single/Multi Sited *	Multi
How did you hear about the vacancy service *	Via Total people

Is the company currently working with Total People? *	Yes
If so, who is the Training Adviser?	TBC
Further Information	
What skills are required?	<ul style="list-style-type: none"> • Willingness to complete Supporting Teaching and Learning Qualification Level 3 • willingness to complete First Aid Qualification • willingness to complete Food Hygiene Qualification • ability to support the aims and ethos of our School • respect for confidentiality of information • be able to support children's learning and play on an individual basis or in small groups • effective communicator at all levels (including parents), both verbally and in writing • be able to work effectively and collaboratively as part of a team • be able to use ICT • be flexible and co-operative • be discreet and diplomatic • be able to work creatively and sensitively with children • be positive, calm, enthusiastic and confident • work on own initiative • trustworthy, reliable and punctual • ability to use good judgement and common sense • a commitment to the inclusion of all children flexibility
What training is to be provided?	<p>STL L3</p> <p>Induction into the childcare field covering roles and responsibilities</p> <p>Maths/ English/ICT functional skills/GCSE where applicable</p> <p>Weekly Childcare Training which will take place in one of Total People training sites</p> <p>Reviews and support visits from Total People staff in the workplace</p>
What qualifications are required?	<p>A-C in Maths and English is ideal but not essential</p> <ul style="list-style-type: none"> • experience of working with children aged 4 – 11 in a similar role. • an understanding of classroom routines
What personal qualities are required?	<p>Caring nature with good use of initiative. The person needs to be able to work well with other team members.</p> <ul style="list-style-type: none"> • commitment to high quality childcare and child protection • adaptability • positive attitude • reliability • flexibility, creativity and motivation • committed to providing the best educational outcomes for children • ability to work closely as a member of a team and to go the extra mile • confidence • resilience

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