



**The Rivers**  
C.of E. Academy Trust

# Application Pack

Relief Early Years Assistant

An extraordinary education for every pupil



**Summerhill's**  
**Little Treasures**

# Welcome

Summerhill's Little Treasures has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

Summerhill' Little Treasures is an independent nursery which caters for pupils from 3 months to 4 years old. As a setting, we are committed to creating a happy and vibrant community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

## Overview

Summerhill's Little Treasures is an independent nursery located in Tipton, Sandwell. We have four rooms within the Nursery, Orange Room, which accommodates babies from 6 weeks up to 2 years. Green Room, which accommodates 2-year old funded children on a sessional basis. Purple Room which accommodates 2-year old's who access a flexible range of sessions, and finally, Yellow Room. Yellow Room is our pre-school which offers 15 and 30 hour provision. As well as full day care we also provide a wrap around service for children who attend Summerhill Primary Academy.

Established in 2008, Summerhill's Little Treasures has since joined The Rivers CofE Academy Trust in 2020

### Performance

Our latest Ofsted judgement: ' Outstanding' *February 2023*

### Quotes from the Inspectors:

• Children thrive in this nursery. They show enthusiasm and high levels of engagement in activities. They flourish from the very strong attachments to staff, who are extremely attentive to children's needs"

•"Highly trained, outstanding leaders and staff construct a strong, ambitious curriculum, which is well sequenced and thoroughly embedded throughout the nursery. . "

•"All children behave exceptionally well and show kindness and consideration towards their friends"

# About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

## Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

## Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

## Our STARS Values



**Sharing**



**Trust**



**Achievement**



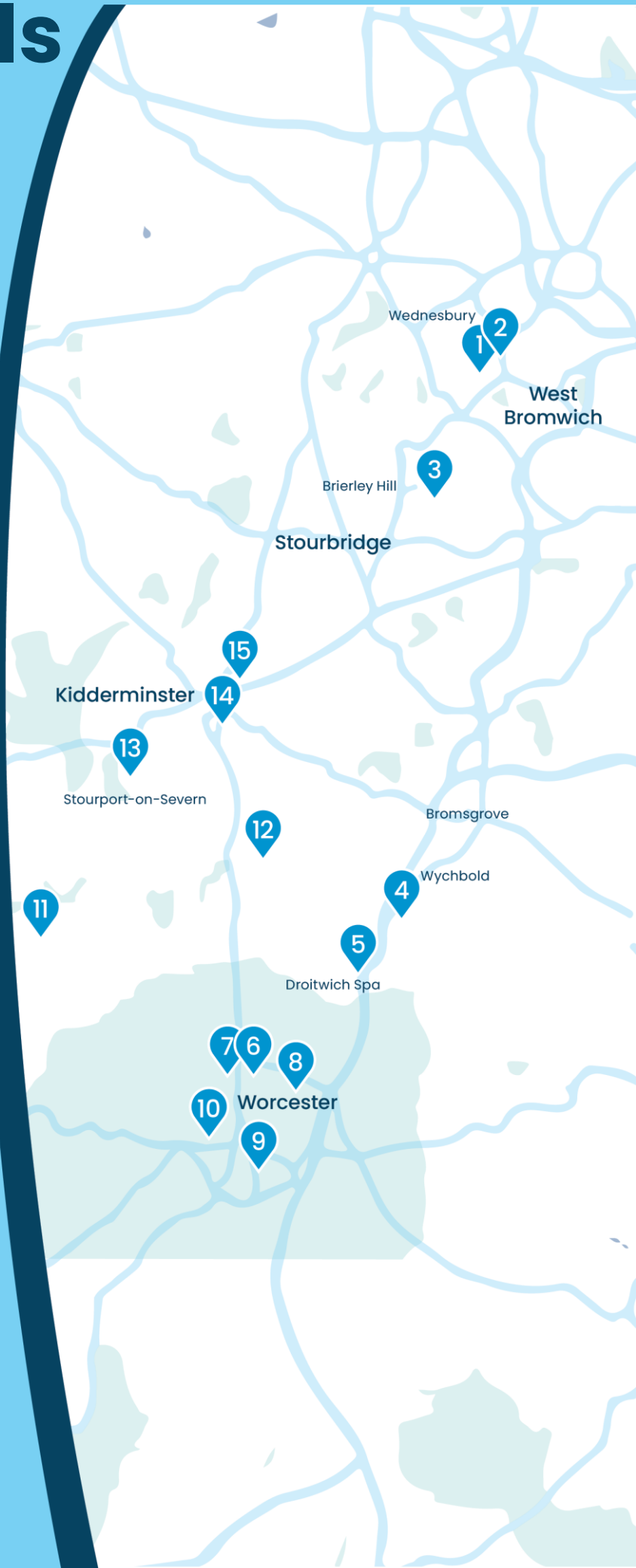
**Respect**



**Safety**

# Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



# Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

## Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

[www.educationmutual.co.uk/service/healthcare-and-wellbeing/](http://www.educationmutual.co.uk/service/healthcare-and-wellbeing/)

## Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:

[www.lgpsmember.org/](http://www.lgpsmember.org/)

## Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



# About the Role

- Job Title:** Relief Level 2 Early Years Assistant
- Salary:** Scale 2, Point 3-4 £24,796- £25,185.
- Start date:** ASAP
- Contract Type:** Relief post. Shifts available Monday to Friday between the hours of 7:30am and 18:00pm, full year. Hours will be offered on an 'as and when' basis when available.
- Reporting To:** Headteacher, Childcare Manager
- Location:** Upper Church Lane, Tipton, West Midlands
- About:** The closing date for applications is **9am Monday 9<sup>th</sup> March**. Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to [hr-spa@riverscofe.co.uk](mailto:hr-spa@riverscofe.co.uk).
- Interviews for this post will take place on W/C 16<sup>th</sup> March.** Shortlisting will take place on Monday 9<sup>th</sup> March. If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.
- We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 557 3282. We look forward to hearing from you.

# Job Description

**Responsible to:** Headteacher. Childcare Manager

## **Key Purpose:**

- To contribute to a happy and safe Nursery room for children, staff and others
- To deliver challenging, engaging and enjoyable learning activities
- To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
- Working as part of a team to deliver a high standard of care and education
- Working collaboratively with other agencies and professionals
- Developing partnerships with parents/carers to increase involvement in their child's development

## **Accountabilities:**

The appointee will work within the setting as a member of the nursery team.

The Headteacher/Childcare Manager will hold the post holder to account.


## **Key responsibilities and activities:**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To help ensure the Nursery meets Ofsted requirements at all times.
- To work with other professionals in the local area for the benefit of children and families.
- To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To deliver activities that ensure each child is working towards the early learning outcomes.
- To be a key person.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives
- To tailor practice and routines to meet the individual needs of each child/ren within the room
- To be involved in observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including Individual Education Plans for children with Special Educational Needs, care plans and professional reports
- To report appropriate data to senior leaders when required
- To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

# Job Description

**Responsible to:** Headteacher. Childcare Manager

## Generic Responsibilities

- To undertake any further training as identified in the Trust review procedures.
  - Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
  - To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
  - The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
  - To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
  - Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
  - To report to line manager, or other appropriate person, in the event of awareness of bad practice.
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This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

### **Principal Contacts**

Pupils, parents, visitors, teachers, other school support staff.

The setting reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy and Code of Conduct.



# Person Specification

## Qualifications and Experience:

### Essential

- Level 2 or above approved Early Years qualification.
- Willingness to participate in other development and training opportunities

### Desirable

- Evidence of further CPD
- Recent and relevant experience of working in a primary school or nursery setting
- Food Hygiene and Handling
- Paediatric first aid certificate

## Skills and Knowledge:

### Essential

- Ability to plan effective learning and care programmes either under appropriate supervision and guidance or in collaboration.
- Ability to work independently using own initiative.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults including other professionals/carers/parents
- Ability to demonstrate and promote good practice in line with the ethos of the setting both indoors and outdoors.
- Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to.
- Fluent English speaker
- Effectively communicate with adults and children
- Good written, verbal and nonverbal communication
- Proven experience of working with children in an early learning environment
- Ability to reflect on learning and care needs and use this knowledge to impact on children's outcomes e.g. in planning, procurement of resources, Individual Education Plans (IEPs), communication with parents

# Person Specification

	Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b>	<ul style="list-style-type: none"> <li>Ability to deliver effective learning and care programmes either under appropriate supervision and guidance or in collaboration.</li> <li>Ability to work independently using own initiative.</li> <li>Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>Ability to relate well to children and adults including other professionals/carers/parents</li> <li>Ability to demonstrate and promote good practice in line with the ethos of the setting both indoors and outdoors.</li> <li>Fluent English speaker</li> <li>Effectively communicate with adults and children</li> <li>Good written, verbal and nonverbal communication</li> <li>Proven experience of working with children in an early learning environment</li> <li>Experience of working in Nursery in a school environment</li> <li>Experience of working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with other agencies and professionals</li> <li>Knowledge and understanding of the type of external support that is available to support children's development and how to access these services.</li> <li>Ability to interact with children and support their involvement in physical activities and outdoor play</li> <li>Consistent approach with children and parents</li> <li>Experience of having kept written records of children's achievements including observations</li> <li>Ability to promote and market the service to the wider community.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Proactive and positive team player, able to work constructively as part of a team to understand Nursery roles and responsibilities and own position within these.</li> <li>Enthusiasm for learning and working with children</li> <li>Caring, friendly, approachable, open, inclusive, welcoming, and personable</li> </ul>	<ul style="list-style-type: none"> <li>Reflective approach and commitment to personal development</li> <li>Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Willingness to participate in other development and training opportunities.</li> <li>Relevant approved Level 2 or above</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Safeguarding Awareness course</li> <li>Training in the relevant strategies e.g. parenting and/or in particular learning areas, e.g. quality improvement, observation and record keeping, Communication, Language and Literacy, ICT, maths, etc.</li> <li>Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Requirement to participate in training/development as and when identified by line manager as essential for performance of the post.</li> <li>Understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>Health &amp; Safety certificate</li> <li>First Aid certificate</li> </ul>

# How to Apply

Application forms are available to download here: [Summerhill's Little Treasures - Vacancies](#)

Please email completed application forms to [hr-spa@riverscofe.co.uk](mailto:hr-spa@riverscofe.co.uk) by 9am Monday 9<sup>th</sup> March 2026.

Interviews for the position will take place in W/C 16<sup>th</sup> March 2026.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Summerhill's Little Treasures. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.



**The Rivers**  
C.of E. Academy Trust

# Get in Touch

## **Summerhill's Little Treasures**

T: 0121 557 3282

E: [little.treasures@riverscofe.co.uk](mailto:little.treasures@riverscofe.co.uk)

[Summerhill's Little Treasures - Contact Us](#)

## **The Rivers C of E Academy Trust**

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