



Honey Pot Pre-School

Willingham Primary School

Recruitment Pack For:

Pre-School Assistant

26 hours per week

15 permanent hours per week plus 11 hours minimum temporary hours until August 2026 in the first instance.

(Temporary hours are reviewed each academic year and are dependent on pupil numbers)

Term time only

Level 2 (point 4-5) £24,404 to £24,790 fte (actual pro-rata salary £14,339 - £14,565)
Level 3 (point 5-6) £24,790 to £25,183 fte. (actual pro-rata salary £14,565 - £14,797)

(Dependent of level of qualification)

September 2025 or earlier if by agreement



Dear applicant,

At Honeypot Pre School, we have created a welcoming environment where all are respected, valued and we work hard to get better every day, from whatever our starting point.

Whether it's in the way that the staff plan the provision; care for children's individual needs; deliver the curriculum; the expectation is that we improve together. We work so that each day builds upon the last and leads towards the next.

We offer learning, founded in sound principles of cognitive psychology, to support each child to achieve their potential within a happy, friendly, caring community. We are committed to working towards providing children with an aspirational, knowledge-rich curriculum and to provide equality of opportunity, which will allow equitable success.

We support the children to become the best versions of themselves. We aim to foster strong relationships with parents and the wider village. We see ourselves as a cohesive part of the community and endeavour to make the community proud of us.

I encourage you to visit our website to get a greater sense of what we are about and if you would like further information, or wish to visit our preschool, please contact the manager to arrange an appointment.

We hope that this recruitment pack will give you all the information you need, to complete your application for the position of 26 hours Level 2/3 Pre-School Assistant, at Honeypot Pre-School.

Please pay close attention to the advert, job description and person specification, as shortlisting will be based on meeting the criteria stipulated in these documents.

Shortlisted candidates will be contacted, and references sought prior to interview. Any offer of a position will be subject to satisfactory references, a satisfactory pre-employment health check and a DBS check.

Closing Date: Thursday 15th May 2025

Short Listing: Friday 16th May 2025

Interviews: Week commencing 19th May 2025

I look forward to meeting you soon.

Yours sincerely,

Kate Van Dort
Pre-School Manager



Pre-school Information

Honeypot Pre-School is part of Willingham Primary School. We are governed by the Headteacher, Miss Mona Palaamen and the School Governors. The School works closely with the staff at the Honeypot to make the transition into school as smooth as possible. We have many opportunities to attend school productions and special assemblies and be part of the school life.

Our Mission Statement:

The Honeypot mission is “To ensure that all pupils have the knowledge, experiences and self-confidence to excel at primary school and make choices now and in the future to live a happy and fulfilling life”

Our Aims

We aim to:

- provide high quality care and education for children between the ages of two and four years
- work in partnership with parents to help every child with their learning
- offer children a learning experience that promotes equality and values diversity

We aim that each child:

- learns in a safe and stimulating environment
- joins with other children and adults to play, work and learn
- is helped to take forward their learning and development, building on what they already know and can do
- has a personal Key Person who ensures they support each child in making good progress



Vacancy

Pre-School Assistant

Willingham Primary School Honeypot Pre-School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **A DBS check and a disqualification declaration are required for this post.**

In line with guidance from the Safer Recruitment Consortium, an online search will be completed for shortlisted candidates.

26 hours per week

15 permanent hours per week plus 11 hours minimum temporary hours until August 2026 in the first instance.

(Temporary hours are reviewed each academic year and are dependant on pupil numbers)

Term time only

Level 2 (point 4-5) £24,404 to £24,790 fte (actual pro-rata salary £14,339 - £14,565)

Level 3 (point 5-6) £24,790 to £25,183 fte. (actual pro-rata salary £14,565 - £14,797)

Honeypot Pre-School is a happy, friendly and thriving pre-school run by Willingham Primary School. We provide term time childcare sessions for children from the age of 2 to 4 years in a lovely purpose-built premise in the grounds of the School.

The ideal candidate will be enthusiastic, caring and motivated with a Level 2 or 3 Qualification in Early Years, who is able to demonstrate:

- A passion for helping to deliver top quality care focused on each individual child
- Confidence with the Early Years Framework, implementing plans, undertaking planned activities and observations of children and peers
- An ability to work as part of a small staff team
- A track record of working in an educational or nursery environment
- Keyworker experience
- Good communication and inter-personal skills

Benefits of working for us include:

- On-going staff training and opportunities for professional development
- Wonderful children who want to learn
- A friendly and supportive staff team
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support.
- Cycle to work scheme.
- 1 Wellbeing Day off a year
- Government Pension Scheme.
- Use of wrap around childcare provision.



Job Description

Job Title:	Pre-School Assistant
Salary:	Level 2 (point 4-5) £24,404 to £24,790 fte (actual pro-rata salary £14,339 - £14,565) Level 3 (point 5-6) £24,790 to £25,183 fte. (actual pro-rata salary £14,565 - £14,797)
Hours:	26 hours per week – term time only
Contract type:	15 permanent hours per week plus 11 hours minimum temporary hours until August 2026 in the first instance. (Temporary hours are reviewed each academic year and are dependent on pupil numbers)
Reporting to:	Pre-School Manager

Willingham Primary School and Honey Pot Pre-School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

“To ensure that all pupils have the knowledge, experiences and self-confidence to excel at primary school and make choices now and in the future to live a happy and fulfilling life”

Main Duties

- Take all decisions in line with the school’s values of hard work, integrity and kindness and model this to enable other to do the same
- Behave in a way that supports the school’s ethos and mission statement, including maintaining appropriate, professional relationships with all stakeholders and ensuring all decisions are taken to improve equity of outcomes for pupils.

Teaching and Learning

- To act as a keyworker to a group of children, liaising closely with parents / carers and ensuring each child’s needs are recognised and met.
- To assist and undertake high quality, purposeful observations / assessment and record keeping.
- To promote inclusive attitudes and practices.
- To be aware of any SEND in key children and work with the SENDCo to ensure that needs are met.
- To be part of the team providing a safe, stimulating environment for children, with creative and appropriate play opportunities.
- To provide both adult led and child led activities, offering an appropriate level of support and stimulation
- To attend in service training and meetings as required.
- To keep up to date with current good practice.



Health and Safety

- To advise the pre-school manager of any concerns, whilst preserving confidentially as necessary e.g. child protection, parents, safety of equipment,
- The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the preschool Deputy Designated Safeguarding Leads (DDSLs) or the school's Designated Safeguarding Lead/DDSLs

Compliance

- To attend staff meetings
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job
- To work within the setting's policies and procedures.

Administration

- To help set up the playrooms for the daily programme and to help tidy away at the end of the sessions, ensuring that all toys and equipment are always clean and safe.
- To undertake any other reasonable duties as directed by the pre-school manager.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school/Pre-School
- Have proper and professional regard for the ethos, policies and practices of the school and Pre-School, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

Other areas of responsibility

The Pre-School Assistants will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the pre-school assistants will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Pre-school Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.



Person Specification

Pre-School Assistant

Education and Qualifications	Essential	Desirable
Good standard of Maths and English including GCSE's Grade C or above		✓
Hold (or working towards) an NVQ Level 2/3 or equivalent childcare qualification	✓	
Willing to learn and undertake training as suggested by line manager	✓	
Holder of current first aid certificate or willingness to be trained		✓
Ability to effectively use ICT to support learning	✓	
Understanding of the needs of pupils with SEN/IEP's		✓
Relevant Experience		
Previous experience of working with young children	✓	
Good understanding of understanding of child development and learning	✓	
Experience or knowledge of working in a school/pre-school environment		✓
Skills and Knowledge		
Knowledge of the EYFS curriculum		✓
The ability to communicate effectively both orally and in writing	✓	
Good personal organisation and ability to show initiative	✓	
Ability to work independently and as part of a team	✓	
Ability to interact positively with pupils, parents and colleagues with tact and diplomacy	✓	
Good ICT skills		✓
Commitments		
A commitment to the safeguarding of all our pupils	✓	
Responsible for following the school's Health & Safety Policy and Guidelines	✓	
Awareness of and full commitment to confidentiality and equality/diversity issues	✓	
Willingness to contribute to the wider life of the school (e.g. PTA events, clubs etc)		✓
Personal Qualities		
Ability to communicate effectively with children and young people and enjoy their company	✓	
Confidence, warmth, sensitivity, reliability, and enthusiasm	✓	
Good interpersonal skills	✓	
Show's a positive 'can do' attitude especially when under pressure	✓	
Ability to diffuse heated and sensitive situations	✓	
Ability and readiness to work flexibly	✓	
Willingness to ask for advice and support as necessary	✓	



Terms of Appointment

Disclosure & Barring Service Check

This role requires an Enhanced Disclosure and Barring Service (DBS) check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the Headteacher and Chair of Governors.

Equality & Diversity

Willingham Primary School is committed to promoting equality. The school is an equal opportunities employer. All appointments are made based on merit. All staff have equal access to all benefits, services, facilities, and opportunities.

Health Declaration

Appointments will be subject to a satisfactory pre-employment health check.

Hours of Work and Working Pattern

The hours of work for this position will be discussed at interview.

Online Searches

We will undertake online searches of all shortlisted candidates prior to interview.

Pension

You will automatically be enrolled into membership of the Local Government Pension Scheme.

Probation

Appointments will be subject to satisfactory completion of a probationary period of 6 months.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Right to work in the UK

We have a legal responsibility to ensure that you have the rights to work in the UK, before you can start working for us. If you do not have the rights to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Qualifications

The person specification for this position lists essential and desirable qualifications. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of all essential qualifications.



What Honeypot Pre-school can offer

Our investment in you

Professional Development

The preschool is committed to staff development. As a staff member you will have access to:

- Opportunities for professional development through CPD programmes
- Regular performance management and appraisal review
- Preschool training sessions

Wellbeing

Employee Assistance Programme

Our staff have access to an Employee Assistance Programme (EAP). It is an invaluable resource for every individual working in our School. The service promotes emotional wellbeing and enhances personal effectiveness.

The EAP is a confidential service which offers support, information, and guidance on a range of subjects and areas, 24 hours a day, 365 days a year.

Wellbeing Day

The school offers every member of staff one term-time wellbeing day each academic year.

Flu Vaccinations

The school provides the opportunity for all staff to receive a free flu vaccination each year.

Additional Benefits

Pension

As an employee of Willingham Primary School you are automatically enrolled into membership of the Local Government Pension Scheme.

As well as employee's paying contributions into the scheme (banded, based on earning level) Willingham Primary School also pays into the scheme on your behalf, regardless of earnings.

For support staff the school currently contributes 20.70% of your salary.

Cycle to Work Scheme

Willingham Primary School and Honeypot Pre-school offers the Cycle to Work Scheme which enables employees to purchase a bicycle, accessories, and safety equipment, to use for at least some of their travel to work, by way of a salary sacrifice scheme. This enables the employee to make savings by reducing their Income Tax and National Insurance liability.

Extended Schools Provision

Willingham Primary School run our own in-house breakfast club and after school club and places can be offered to staff's children on the days that they work, if the child attends Willingham Primary School.

Catering

We have on-site catering provision which provides a staff menu bookable daily.



How to Apply

Applications should be submitted using our application form, which can be downloaded from our school website or obtained from the school office. We cannot accept CV's. Please include a covering letter outlining how you meet the person specification.

Informal enquiries and visits to the school are welcomed and should be directed to Kate Van Dort Pre-School Manager, email honey_pot@willingham.cambs.sch.uk or telephone 01954 201567.

The closing date for applications is: Thursday 15th May 2025

