

Pre-School / Early Years Assistant

School:	Littledean C of E Primary School		
Address:	Church Street Littledean Gloucestershire GL14 3NL		
Email:	admin@littledean.gloucs.sch.uk		
Telephone:	01594 822171		
Post Title:	Pre-School/ Early Years Assistant		
Grade:	NJC Grade 2	£24,796 pa pro rata	Midday Supervisor
	Grade 3	£25,185 - £25,989 pa pro rata	Pre-School / EY
Allowances:	No management allowance / NA		
Hours:	5 hours - 12.10 – 1.10 Monday – Friday 25 hours 8.40 – 11.40, 1.10 – 3.10 Monday – Friday		
			Midday Supervisor Pre-School / EY
Contract:	Fixed term contract, 31/08/2027 initially		
Closing Date:	12 Noon – Monday 16 th November 2026		
Interview Date:	Friday 27 th November 2026		
Start Date:	4 th January 2027		

About Our School

Littledean Church of England Primary School is a small, friendly village school nestled in the beautiful Forest of Dean. Driven by our motto, *"Loving one another, building each other up,"* we pride ourselves on providing a caring, supportive, and highly inclusive environment where everyone is valued.

The Role

We are seeking a dedicated Pre-School/Early Years Assistant/Midday Supervisor to work within our Early Years unit.

Working alongside our existing staff members, to create a rich learning environment and develop opportunities for children, who understands and respects the needs of every child, as well as valuing the very special ethos of our Church of England School.

Initially this is a fixed term position but with scope to extend the contract dependent upon the needs of the setting and pupil numbers.

Key Responsibilities

- Support the delivery of a safe, nurturing, stimulating and inclusive learning environment for all children.
- Assist in planning and delivering engaging, age-appropriate activities that promote children's learning and development in line with the Early Years Foundation Stage (EYFS).
- Encourage children's independence, confidence, creativity and social skills through play-based learning.
- Support children's personal care needs, including toileting, handwashing, mealtimes and maintaining good hygiene.
- Build positive, caring relationships with children, parents, carers and colleagues
- Observe and contribute to monitoring children's progress, sharing relevant information with the Pre-School Leader and wider team
- Help maintain a clean, organised and welcoming learning environment, ensuring resources and equipment are safe and accessible
- Promote positive behaviour, kindness and respect, supporting children's emotional well-being.
- Follow safeguarding, child protection, health and safety, and confidentiality policies and procedures.
- Support children with additional needs, ensuring every child feels valued, included and encouraged to reach their full potential.
- Work collaboratively with the Pre-School Leader and EYFS Lead, along with other colleagues, to ensure the smooth day-to-day running of the setting.
- Participate in staff meetings, training and professional development opportunities as required.

What We Are Looking For

We are looking for a caring, enthusiastic and reliable Pre-School Assistant to join our friendly team. The successful candidate will have a genuine passion for working with young children and helping them learn, grow and thrive in a safe, happy and stimulating environment.

You will work closely with our Pre-School Leader and wider team to support children's learning and development through fun, engaging and creative activities, while ensuring their individual needs are met.

We are looking for someone who is patient, nurturing, proactive and a great team player, with a positive attitude and a genuine commitment to giving every child the best possible start.

How to Apply

We warmly welcome prospective candidates to join us for an informal visit to the school. Please contact the school office on **01594 822171** to arrange a convenient time.

To apply, please download and complete the application form from our website at www.littledeanprimary.co.uk and return it to the school office before the 12 Noon Monday 16th November 2026.

We take up references prior to interview and all appointments are subject to a police check in accordance with the Rehabilitation of Offenders Act 1974 which requires the disclosure of criminal background of those with access to children. To comply with the Asylum and Immigration Act 1996 we request candidates to bring with them to interview evidence of their right to employment in the United Kingdom. Please see our website for our Policy Statement on the Recruitment of Ex-

Offenders. The School may also carry out online searches for short listed candidates of publicly available information, including social media, prior to interview.

The Headteacher and Governing Board of Littledean C of E Primary School are committed to the safeguarding of young people and expect all staff and volunteers to share this commitment. An enhanced DBS check is required for this post prior to commencement.