



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> • Early Birds Assistant
START DATE	<ul style="list-style-type: none"> • The start date is 13 August 2025.
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Contract Type: Part time, Permanent • Hours of Work: 7:30am to 8:30am, Monday to Friday, a total of 5 paid hours per week • Grade: The pro-rated salary for this position is £2,834 per annum. • Holiday Entitlement: Annual leave will be a paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays.

ROLE DETAILS	
PURPOSE OF THE ROLE	The Early Birds Assistant is responsible for greeting pupils as they arrive each morning.
ACCOUNTABILITY	The Early Birds Assistant is accountable to the e-Plus Manager for their day-to-day tasks.
AUTHORITY	The Early Birds Assistant has authority as delegated by the e-Plus Manager or the Assistant Senior Lead Practitioner and the Head of Nursery.
RELATIONSHIPS	The Early Birds Assistant works closely with colleagues in the Nursery and Junior School.

DUTIES AND KEY RESPONSIBILITIES	<p><u>Delivery of Early Birds Service</u></p> <ul style="list-style-type: none"> • The Early Birds Assistant will work closely with other colleagues to plan, prepare activities and help set up play spaces prior to the arrival of the children each day. <p><u>Supporting and Supervising Children</u></p> <ul style="list-style-type: none"> • Working alongside other colleagues, the Early Birds Assistant will support children as they arrive in school, engaging with them as they access the activities and opportunities on offer. <p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> • The Early Birds Assistant has a shared responsibility with other staff to help and support children by listening to the concerns they express to them and helping to answer their day-to-day enquiries <p><u>Continuous Professional Development</u></p> <ul style="list-style-type: none"> • Attend Inservice Days and professional development courses where appropriate, in agreement with the e-Plus Manager
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working with children. 	<ul style="list-style-type: none"> • Experience of working within a school • An interest in child development.
Education/Qualifications	<ul style="list-style-type: none"> • 4 passes at National 5 or equivalent at C or above. • Registration with the SSSC within 3 months after start date (where appropriate). 	<ul style="list-style-type: none"> • NC Early Education and Childcare. • SVQ3 (Level 6) Children and Young People or Playwork. • HNC in Early Education and Childcare. • Further to SSSC registration, a relevant qualification must be achieved.
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Ability to multi-task. • Kind and enthusiastic person who puts the interests of the children first. • A good team player who relates well to others. • Responsible and well organised. 	<ul style="list-style-type: none"> • Ability to prioritise own workload with good attention to detail. • Uses courage, care and curiosity to deal with conflict. • Professionally challenges, influences and motivates others.
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates the values of the ESMS. • Appreciates the impact of change on the school and individuals. • Nurtures professional interpersonal relationships with staff and students. 	

The closing date for applications is 12 noon on 31 July 2025. We anticipate that interviews will be held week commencing 11 August 2025.