



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	<ul style="list-style-type: none"> <li>• Early Birds Assistant</li> </ul>
<b>START DATE</b>	<ul style="list-style-type: none"> <li>• The start date is 13 August 2025.</li> </ul>
<b>CONDITIONS OF ROLE</b>	<ul style="list-style-type: none"> <li>• Contract Type: Part time, Permanent</li> <li>• Hours of Work: 7:30am to 8:30am, Monday to Friday, a total of 5 paid hours per week</li> <li>• Grade: The pro-rated salary for this position is £2,834 per annum.</li> <li>• 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.</li> </ul>

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

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<p><u>Delivery of Early Birds Service</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Supporting and Supervising Children</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Pastoral Care</u></p> <ul style="list-style-type: none"> <li>• 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</li> </ul> <p><u>Continuous Professional Development</u></p> <ul style="list-style-type: none"> <li>• Attend Inservice Days and professional development courses where appropriate, in agreement with the e-Plus Manager</li> </ul>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a school</li> <li>An interest in child development.</li> </ul>
<b>Education/Qualifications</b>	<ul style="list-style-type: none"> <li>4 passes at National 5 or equivalent at C or above.</li> <li>Registration with the SSSC within 3 months after start date (where appropriate).</li> </ul>	<ul style="list-style-type: none"> <li>NC Early Education and Childcare.</li> <li>SVQ3 (Level 6) Children and Young People or Playwork.</li> <li>HNC in Early Education and Childcare.</li> <li>Further to SSSC registration, a relevant qualification must be achieved.</li> </ul>
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>Ability to multi-task.</li> <li>Kind and enthusiastic person who puts the interests of the children first.</li> <li>A good team player who relates well to others.</li> <li>Responsible and well organised.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to prioritise own workload with good attention to detail.</li> <li>Uses courage, care and curiosity to deal with conflict.</li> <li>Professionally challenges, influences and motivates others.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Demonstrates the values of the ESMS.</li> <li>Appreciates the impact of change on the school and individuals.</li> <li>Nurtures professional interpersonal relationships with staff and students.</li> </ul>	

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