



Woodham Mortimer Pre-School
Woodham Mortimer Village Hall
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Website: www.woodhammortimerpreschool.org.uk
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Registered Charity Number: 1060526 DFES / OFSTED Number 650168
PSLA Membership Number: 20167

17th August 2010

Woodham Mortimer Pre-School currently has the following vacancy. If you would like to apply for this job, please complete the Application Form and Health Questionnaire and return to the above address as soon as possible:

Job Title	Session Supervisor
Job Location	Woodham Mortimer Pre-School Village Hall Woodham Mortimer Maldon Essex CM9 6SX
Hours of Work	20½ per week made up as follows: Monday, Wednesday and Thursday 08.30 to 13.00 Tuesday 08.30 to 15.30 This will include helping to set up the hall in the morning and to clear away at the end of the session
Salary	£8.30 per hour
Start Date	Monday 6 th September or as soon as possible after this date
Qualifications & Skills	<ul style="list-style-type: none">• Minimum NVQ Level 3 in Early Years or CACHE equivalent• Must have strong leadership and supervisory skills• Must have a strong understanding of the Early Years Foundation Stage Curriculum and Standards and current childcare legislation• Paediatric First Aid an advantage
Responsibilities	<ul style="list-style-type: none">• To be a Session Supervisor supporting the Practice Manager for Woodham Mortimer Pre-School• Ensure smooth running of the session and to be responsible for staff deployment during the session• Half termly newsletters to parents, minute taking at the half termly staff meetings, allocation of Key Persons

- Planning – Control of long term planning and allocation of early learning goals to other members of the team and overall co-ordination of planning paperwork
- Sending out a group email to parents 4 times a term giving details of topics and how this assists with the children's developments
- Responsibility for the parents notice board

Working Pattern

- The Session Supervisor will be supporting the Practice Manager with day to day responsibility for running some sessions
- The job will also include some planning and paperwork (approximately 3 hours per week for which payment is received at £8.30 per hour) as well as leading the team of Pre-School Assistants during the session
- The session Supervisor will also have a number of Key Children for whom they will be responsible for which an additional payment of £12 per child per term will be received
- We are hoping to start an occasional holiday club in the near future which will require input and attendance by the Session Supervisor. This will be discussed further at the interview



Kayte Terrett
Chairperson
On behalf of Woodham Mortimer Pre-School