



## Job Description

### Early Years Assistant (Part-time, Term Time Only)

#### Hours:

3 days per week, 39 weeks per year  
28.5 hours (07:45 - 17:15), weekdays only  
Days TBC, must include a Wednesday

#### Benefits:

- 1 hour paid lunch break
- Sick Pay
- All meals, snacks and drinks provided
- Internal shift swaps available for added work/life flexibility
- CPD Opportunities
- Termly socials
- Annual pay rise

**Closing date:** 17th May 2024

**Interviews:** 20th, 23rd and 24th May 2024

**Start date:** 2nd September 2024

**Learn more about us at:** [www.karibu-tlc.co.uk](http://www.karibu-tlc.co.uk)

#### Characteristics of job and person:

At Karibu, a team of 2-4 experienced adults educate and care for 8-10 children each day. We are based in Totterdown, Bristol. Every day we venture out to explore the wide range of local parks, as well as the beautiful Arnos Vale.

We are looking for an enthusiastic and hardworking professional to join our small, fun and friendly team of highly qualified early years practitioners to provide childcare for a group of children aged 1-4 years old.

#### Main responsibilities:

- To assist the Lead practitioner(s) and ensure a high standard of learning, development and care for children.
- To support and manage the day to day activities of the setting.
- To ensure that the setting is a safe environment for children, staff and others.

- To develop partnerships with parents/carers and to encourage growth in parents' understanding of their child's development.

**Day-to-day responsibilities:**

- To support with the efficient running of Karibu and overall delivery of a high quality service.
- To engage in positive interaction with all children attending the setting.
- Facilitating and participating in daily activities in line with EYFS learning.
- To ensure that the setting provides a safe, caring and stimulating educational environment, both indoors and outdoors, at all times.
- Support other practitioners with planning and assessment, which ensures each child is working towards the early learning goals.
- To ensure all records are properly maintained in accordance with the policies and procedures of the company.

**Job Specification:**

**Essential -**

- Genuine desire to become part of a committed team of practitioners.
- Passion for supporting children with their learning.
- Proven experience establishing strong attachments with children and responding sensitively to their needs.
- Excellent communication skills.
- A good sense of humour!

**Desirable -**

- Experience and qualifications in Early Years.
- Confident with using a range of technology.
- Flexibility to cover other staff at short notice.
- Forest School Qualification
- Paediatric First Aid trained

Please send your CV and a covering letter to [simon@karibu-tlc.co.uk](mailto:simon@karibu-tlc.co.uk)

**The closing date is Friday 17th May.**

We look forward to hearing from you and thank you for your time.