

Personal Statement

With both practical experience and academic understanding of child development and learning, I would be a valuable asset to your team at Lovelytime Nursery. In my past employment and voluntary work, I have demonstrated effective planning, organisation and communication skills. I am a flexible and creative team player, committed to upholding safeguarding procedures and enabling all children to reach their full potential.

Skills

Communication skills

- Acts as the first point of contact for parents and carers of the Beaver group.
- Interacted successfully with customers whilst working at The Coffee Shop, ensuring a high quality customer experience.

Organisational skills

- Responsible for planning, evidencing and assessing the learning of small groups of children during work experience placements.
- Managed four busy diaries and provided comprehensive administrative support during temporary work at The Office.

Interpersonal skills

- Commended during my work placement observations for the relationships I had developed with the children and nursery staff.
 - Experience of effectively dealing with complaints and calming potential conflict situations whilst working on The Helpline.
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Education & Training

University of Somewhere

Degree: BA Hons Childhood Studies (2:1)

Unspecified School

A levels: English (A*), Maths (A), Psychology (A), Art (B)

GCSEs: English Literature (A*), English Language (A*), Mathematics (A), Combined Science (B - B), French (B), History (A), Drama (A), Art (A)

Other relevant courses taken:

Paediatric First Aid - High Speed Training

Child Mental Health - High Speed Training

Work Experience

7th Town Beaver Group- Volunteer (2017 to present)

- Duties included: Planning, coordinating, and delivering a range of activities for the children
- Providing additional assistance to a member with Special Educational Needs
- Administering the group email, responding to any queries.
- Attending and supervising overnight camps, including completing risk assessments.

The Local Nursery- Nursery Assistant (Work placement) (May 2021)

- Duties included: Preparing resources and learning areas for the day.
- Greeting parents and children.
- Supporting children in small group activities, whilst evidencing their learning.
- Planning and implementing small group activities to meet objectives.

The Coffee Shop- Sale Assistant (Sep 2018 - Apr 2021)

- Duties included: Serving customers and preparing their orders.
- Completing financial transactions and processing payments.
- Ensuring the work areas met hygiene and health and safety requirements.

The Helpline- Customer Service Representative (July 2018)

- Duties include: Responding quickly and efficiently to customer queries.
- Accessing data, ensuring the correct security procedures were followed.
- Providing accurate information to assist the callers.
- Employing problem-solving skills to reach the desired outcome for the customer.

Hobbies and Interests

- Orienteering - I am currently the elected leader of my local group.
- Conservation - I take part in regular local wildlife surveys as a volunteer.
- Rugby - I have been a committed member of Local Rugby United since 2015.
- Coding - I have created several educational computer games aimed at 3-6 year olds.