

BROMSGROVE PRE-PREPARATORY SCHOOL

Nursery Key Person

Based:	Bromsgrove Pre-Preparatory School	
Hours of Work:	Monday to Friday 8.00am-4.00pm, term time only plus 8 weeks of holiday club. Monday to Friday 8.00am-4.00pm (52 weeks)	
Rate of Pay:	£ 13.00 per hour.	
Holidays:	6.4 weeks pro-rata.	
Sickness Benefit:	Length of Service	Full Pay (including entitlement to Statutory Sick Pay)
	During probationary period	Nil
	During first year	2 weeks
	During second year	6 weeks
	During years 3-5	8 weeks
	During years 6-10	10 weeks
	During year 11 and beyond	12 weeks
Pension Scheme:	A contributory pension scheme is available up to 7%.	
Qualifications:	NVQ Level 3 or equivalent	

GENERAL DUTIES

To be responsible, under the direction of the headmaster or other designated teacher, for the care and welfare of a designated group of pupils having regard to the requirements of the school's aims, objectives and schemes of work and any policies of the Governing Body.

To share in the corporate responsibility for the discipline and welfare of all the pupils.

SPECIFIC RESPONSIBILITIES

- To observe, assess and plan learning activities in the moment and according to the children's interests.
- To provide supervision to children during holiday periods under the guidance of the Holiday Club Supervisor.
- To support learning by observing and interacting, setting challenges and supporting children to meet their next steps.
- To record children's progress in accordance with guidelines set by the Head of Early Years.
- To assemble relevant displays of children's work.
- To assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities as directed by the Head of Early Years.
- To encourage the development and delivery of the EYFS curriculum.
- To supervise children during activities, at break and lunch times, movement around the building and activities away from the classroom.
- To liaise with parents regarding their child's learning and participate in discussions at parent consultation evenings.
- To meet the personal care needs of pupils whilst encouraging their independence (including toileting, changing clothes and feeding).
- To maintain a safe environment including ensuring the equipment used is hygienic and any potential hazards are removed.
- To attend Open Mornings when requested.

- To provide written reports on pupil achievement and progress for parents.
- To assist with planning appropriate learning opportunities for children with specific needs, reporting on their progress to parents when required.
- To carry out any duties as deemed to be within the remit of this post in conjunction with the Head of Early Years.
- To attend relevant meetings and participate in training opportunities and professional development as required
- To help with pre-term preparations, general day to day preparation and clearing up of teaching areas.

	Essential	Desirable
Qualifications	NVQ level 3 or equivalent.	Foundation Degree or BA in Early Years.
Experience	Excellent understanding of the EYFS curriculum and requirements. Experience within the Early Years Foundation Stage.	Experience of, and commitment to, outdoor learning.
Knowledge and understanding	A knowledge and understanding of room organisation, learning strategies and working with a free flow environment. EYFS welfare, learning and development requirements. Planning for learning in the EYFS. The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;	A knowledge and understanding of the use of a range of media to teach and assess children's progress. The use of ICT to effectively support the teaching and learning and to monitor children's progress.
Skills	Ability to: Develop good personal relationships within the team. Establish and develop effective relationships with parents and the community. Communicate effectively (both orally and in writing) to parents and children. Deal with conflict in an appropriate manner. Be reflective and learn from past experiences. Show resilience and an ability to work under pressure. Promote the School's aims positively.	Demonstrate excellent IT skills.
Personal characteristics	Committed, enthusiastic, organised, efficient, flexible, friendly, patient, kind.	

How to Apply

Please complete the online application form. Closing date is 27nd June 2025

*Bromsgrove School is committed to safeguarding and promoting the welfare of children and young people.
Applicants must be willing to undergo child protection screening, including checks with past employers and DBS*