

WINTERFOLD SCHOOL

NURSERY ASSISTANT

We seek a qualified (Level 3), professional and personable individuals to carry out this role in our Nursery, situated within the grounds of Winterfold School.

The 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 the Disclosure Barring Service.

JOB TITLE: Nursery Assistant (maternity cover)

DURATION: 17 November 2025 to 11 September 2026.

LINE MANAGER: Head of EYFS to Head WHS.

JOB OVERVIEW:

- To contribute a high standard of physical, emotional, social, and intellectual care for children in Kindergarten 1 and 2, in line with the requirements of the Early Years Foundation Stage (EYFS) and having regard to the school's aims, objectives and schemes of work and any policies of the Governing Body.
- To give support to other personnel within the Early Years.
- To implement the daily routine in the room.

HOURS OF WORK:

Monday to Thursday 8.00 a.m. – 4.00 p.m. Friday 8.00 a.m. – 6.00 p.m., term time only plus 6 weeks of holiday club during school holiday periods.

HOLIDAYS:

You are entitled to school holiday period with the exception of the 6 weeks of holiday club detailed above. Your paid holiday entitlement is 6.4 weeks pro-rata.

SALARY:

£ 12.81 per hour (Level 3 qualification)

PENSION:

A contributory pension scheme is available up to 7%.

SICK ENTITLEMENT:

Statutory sick pay only in the first twelve months of service. Following this, one year of service, one week of full pay (pro-rata); two years of service, three weeks of full pay (pro-rata); three years of service, five weeks of full pay (pro-rata); four years of service, eight weeks of full pay (pro-rata). Eight weeks (pro-rata) is the maximum entitlement.

OTHER BENEFITS:

Free lunch provided daily and free car parking.

KEY AREAS

- Work with children
- Teamwork
- Liaise with parents/carers.

GENERAL DUTIES:

- To share in the corporate responsibility for the discipline and welfare of all pupils.
- To provide for the general care and welfare of the children including assistance with personal hygiene routine, e.g., toilet routine, changing of soiled clothing, dressing, and undressing.
- To maintain a safe environment including ensuring the equipment used is hygienic and any potential hazards are removed.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff.
2. To keep a proper record of achievement file on key children, for parents/carers.
3. To work alongside parents/carers of special needs children to provide full integration in Kindergarten.
4. To support all staff and engage in a good staff team.
5. To uphold standards within Early Years by adhering to all policies and procedures.
6. To safeguard children by working to the organisation's safeguarding Code of Conduct.
7. To liaise with and support parents/carers and other family members.
8. To attend all out-of-working-hours activities, e.g., training, monthly staff meetings, parents/carers evenings etc.
9. To be flexible within working practices of the Early Years. To be prepared to help where needed, including to undertake certain domestic jobs within the, e.g., preparation of snack meals, cleansing of equipment etc.
10. To work alongside the staff team to ensure that the philosophy behind the school is fulfilled.
11. To record accidents in the accident book and ensure that another member of staff has initialled the report before the parents receive it.
12. To look upon Early Years as a "whole" where your help can be most utilised, be constantly aware of the needs of children.
13. To ensure that each child is collected by someone known to the Early Years staff.
14. To respect confidentiality of information received.
15. To develop your role within the team especially with regard as a key person.
16. Specific childcare tasks:
17. The preparation and completion of activities to suit the child's stage of development.
18. To ensure that mealtimes are a time of pleasant social sharing.
19. Washing and changing children as required.
20. Providing comfort and warmth to an ill child. To be aware of any health problems of a child and if necessary, administer regular treatment of medication with the written consent and guidance of parent or carer.
21. To ensure Kindergarten is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
22. To be aware of the high profile of Early Years and to always uphold its standards.
23. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Early Years policies and procedures are always observed.

24. To keep the Head of Early Years informed and up to date on all child matters and issues which arise in the Kindergarten setting.
25. Staff holidays are taken in conjunction with colleagues in order to ensure that child ratio is covered at all times.

This job description is not necessarily a comprehensive definition of the role, and the Nursery Assistant may be directed to undertake other such tasks or duties, which may reasonably be given to him/her by the Headmistress or Head of Early Years from time to time. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

How to Apply

Informal discussions with the Deputy Head of EYFS, 01562 777234

Please complete the online application form.

Closing date for all applications is Monday 8^h September 2025.

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.