



HOLMWOOD HOUSE SCHOOL

Welcome to Holmwood House Nursery situated in an idyllic woodland location near Great Horkesley. We are extremely lucky to have such a spacious outdoor play area, which includes separate gardens for each room, a paddock and secret garden; allowing us to explore and discover nature at all times of the year.

We welcome children from six months to four years old in three individual rooms, where they are supported and nurtured by a dedicated team of highly experienced staff. The children's interests always take priority and parents are able to engage fully with their child's learning.

We would love you to join us at our wonderful nursery where all staff have a genuine passion for providing each child with the most exciting range of opportunities possible.

Vicki Shreeve and Charlotte Taylor

Nursery Managers

Job Description and Person Specification

Job title:	Nursery Practitioner, Level 3
Reporting to:	Nursery Manager and Headmaster
Hours:	16 hours a week, Wednesday & Thursday, Full year (47 weeks) (7:30am-4:15pm, 8am-5pm, 8.30am-5.30pm, 9am-6pm on a rotational basis)
Start date:	To start immediately

Person Specification – Practitioner

- A minimum of a relevant and recognised level 3 certificate or working towards such a qualification and experience of working in an Early Years Setting
- Safeguarding Certificate
- First Aid Certificate (desirable but training can be given)
- Food Hygiene Certificate (desirable but training can be given)
- A sound understanding of the EYFS
- Knowledge and practical experience of childcare and education for young children
- A commitment to the provision of high quality childcare
- The ability to demonstrate effective time and resource management
- The ability to be attentive to a planned timetable whilst retaining the flexibility needed when caring for young children
- A basic level of computer literacy with a range of IT skills.
- Ability to implement basic systems for child records
- Good organisational, record keeping and planning skills
- Punctuality
- Excellent communication skills
- Reliability
- Ability to work independently and to manage own time effectively
- Ability to work within an effective team
- Neat and professional appearance
- Understanding of equal opportunities and our commitment to all our children and their families
- The work requires normal physical effort. It involves lifting and handling of children, play equipment and other resources. It requires involvement in practical activities and the physical care of young children.
- The post holder must carry out their duties with full regards to the settings health & safety procedure and equal opportunities policy
- Ability to communicate with parents, to be warm, knowledgeable and approachable
- Flexibility with the needs of the employer
- Ability to use own initiative
- Valid driving licence and access to a car advisable owing to the Nursery's rural location

Job Specification

(A) In relation to the children

- To ensure that the EYFS is planned and delivered within the setting and the principles adhered to, thus planning and implementing appropriate activities to allow development in all areas, showing a good understanding of differentiation and individual learning in children.
- To supervise the children and encourage appropriate behaviour.
- To make daily observations of the children in their key group.
- To be based in any or all of the nursery rooms.
- To encourage good relationships between staff and children.
- To be aware of the developmental stages and to keep detailed and up to date records of their progress, including development matters and learning journeys.
- To provide physical care and support especially in cases of illness, injuries or distress.
- To be a good role model specifically with speech and behaviour.
- To prepare children for various situations, such as moving rooms or going to school, by giving opportunities for them to gain confidence.
- To be able to administer medication/treatment correctly and record this appropriately.
- To be aware of the signs and symptoms of common illnesses so as to be able to recognise them and hopefully prevent further transmission.
- To provide equal opportunities for ALL children, treating each child as an individual and never showing preference.
- To teach children the value of a safe, tidy and clean environment and to involve them in reaching this aim.
- To maintain a professional approach in all situations.
- To provide a welcoming, family friendly, high quality environment that meets individual needs including different cultures, backgrounds and stages of development.
- To be firm and fair with any inappropriate behaviour and if needs be to implement a plan of action.
- Actively promote and support the safeguarding of children in the setting by ensuring that policies and procedures are adhered to at ALL times.
- To offer at all times, high standards of care and education of children between 0-5 years in accordance with statutory requirements.

(B) In relation to parents and carers

- To establish and maintain good relationships. Working in partnership with parents and families is highly valued and the Key Practitioner must be approachable, friendly and able to communicate effectively at all times.
- To discuss next steps and to provide stimulating and challenging activities that could be extended and /or adapted at home.
- To liaise regarding development, progress, accidents, incidents etc.
- To understand and maintain parent confidentiality.
- To be aware of the nursery policies and procedures so that you may justify your requests or actions.
- To work together to support any child with special needs to ensure a full integration into the setting.
- To communicate with parents to discuss their child's current interests.
- To respect the confidentiality of sensitive family information (subject to safeguarding policies and procedures).

(C) In relation to working within the team

- To continue to train in order to be as informed as possible.
- To be aware of changing guidelines, policies, legislation and ideas by reading circulars and relevant publications.
- To work as part of the team and to be able to accept responsibility within that framework whilst showing flexibility and commitment.
- To understand the need for and be able to respect line management.
- To attend meetings and training in other places and regularly attend meetings outside of work hours.
- To communicate with all levels of staff within the nursery and any partner organisations both internally and externally.
- To build good working relationships.
- To submit ideas for planning and suggestions for continuing development for the nursery as a whole.
- To follow routines and take turns with other staff.
- To use initiative and be able to respond to situations.
- To support the training of students and trainees working within the nursery.
- To develop your role within the team.
- To contribute ideas to weekly team meetings.
- To make the respective line manager aware of any important issues / events that have occurred on a daily basis so that they can ensure the manager is always totally informed.

(D) In relation to the nursery as a whole

- To strictly follow and adhere to the policies of the nursery.
- To uphold cleanliness, safety and hygiene as a whole including own personal hygiene practices
- To be aware of the procedure for evacuation in an emergency and to be able to implement it.
- To ALWAYS maintain nursery confidentiality.
- To uphold the good name of the nursery at all times including when accessing social media sites.
- To be aware of the frontline image that the nursery projects especially when answering the phone, meeting visitors, attending courses etc.
- To be aware of where you can be helpful and constantly be aware of the needs of the children.
- To ensure that the nursery runs efficiently by taking responsibility for stock monitoring, safety and quality issues whilst also ensuring that resources are used in an economically satisfactory manner.
- To maintain all records and paperwork in accordance with statutory requirements and the policies of the nursery.
- The key practitioner may be a key holder for the nursery.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time which may be deemed necessary in the interest of the smooth and safe running of the nursery. Any such duties should not, however, substantially change the general character of the post.

How to Apply

If you would like to apply for the position of Nursery Practitioner (Level 3) you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

Completing an application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**

- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House Nursery is an equal opportunities employer. A copy of the Nursery's equal opportunities policy is available on request.

Submitting an application

Applications should be returned to nurserymanager@holmwood.house or posted to:

The Manager, Holmwood House Nursery, 151 Coach Road, Great Horkesley, Essex, CO6 4DX

Application forms received electronically will be required to be signed by the candidate if they are selected for interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the Nursery and destroyed after three months.

Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

Conditional offer of appointment

Your employment with the School will be subject to the School being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership), or any predecessor body, or by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- if you have carried out teaching work overseas, information about whether you have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in any of those countries in which you have worked which renders you unable or unsuitable to work at the School;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at the School;
- that you are not disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management pursuant to the Childcare (Disqualification) Regulations 2009;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

Disclosure and Barring Service (DBS)

As the Nursery meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the Nursery Manager, on 01206 273827 or email nurserymanager@holmwood.house