



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
Nursery Manager

Job Description and Person Specification

Job title: Nursery Assistant. 27.5 hours a week, 38 weeks per year.
Reporting to: Nursery Manager and Headmaster
Start date: September

Brief description of responsibilities:

- To act as a key person to a group of children, liaising closely and building an effective relationship with parents/carers to ensure each child's needs are recognised and met.
- To assist with planning using the Early Years Foundation Stage (EYFS) curriculum for guidance.

Qualifications & Skills:

- Ideally level 4 and above in GCSE's.
- Good standard of written English essential.
- Previous experience of working with young children.
- Sound knowledge of the Early Years Foundation Stage (EYFS)
- Experience and knowledge of safeguarding and child protection procedures. Should hold a Safeguarding Certificate
- Good communication skills
- An understanding of play-based approaches to children's learning and development
- Commitment to equal opportunities
- Commitment to working effectively with young children and families
- Friendly and flexible approach at work which facilitates the development of effective relationships
- Willingness to be flexible with working arrangements according to the needs of the setting and the ability to support the Room Leaders and Nursery Managers.
- First Aid Certificate (desirable but training can be given)
- Food Hygiene Certificate (desirable but training can be given)
- A basic level of computer literacy with a range of IT skills and the ability to implement basic systems for child records.

- Owing to the nursery's rural location, it is preferable for candidates to have their own means of transport.

Job Specification

- Planning and preparing activities to meet children's individual needs. Observing and assessing key children. Maintaining development records.
- Keeping online learning journeys for each pupil
- Preparation, care and cleanliness of the Nursery setting and equipment.
- Positive management of children's behaviour.
- Supervision of snack and lunch times.
- The care and supervision of the children with regard to their physical, emotional and intellectual needs. Ensure pupils' safety and security.
- Liaising with parents ensuring effective communication.
- Adhering to the nursery's policies and procedures. Maintaining confidentiality.
- Keeping and monitoring accident, incident and risk assessment records.
- Any other duties appropriate to the post as directed by the Room Leader, Nursery Manager or Headmaster.

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 Assistant 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 submitted via the school's [online application form](#).

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 School 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