



Nursery Practitioner Information Pack

December 2024





Foley Road
Claygate
Surrey KT10 0NB
t: 01372 465348
e: office@claygate.surrey.sch.uk

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Dear Applicant,

Thank you for your interest in the post of Nursery Practitioner.

We are looking to appoint a part time Nursery Practitioner to support our children in our wonderful, recently Ofsted graded 'Outstanding' Nursery to start as soon as possible in the New Year. Recent, previous experience of working in a Nursery or pre-school setting is essential, as well as a full and relevant qualification at a level 3. Experience working with 2 year olds is preferred along with a Paediatric first aid qualification (training will be provided). The nursery provides wrap around care and the working hours could range between 7.15am and 6pm Monday to Friday **term time only**. Whilst not every day will start or finish at these times you **must** be able to work some early and late shifts on a rota. We are also interested in those who may wish to work on a bank staff basis to cover absences.

Successful candidates must be able to demonstrate that they have an affinity with children and a good understanding of how to support them in their learning and behaviour. Lunchtime supervision, wrap around care and intimate care duties will form part of this role and training specific to the role will be given. We can offer experience working in other year groups within the school for interested candidates.

Claygate Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Please note that only applications using the Surrey County Council form will be accepted.

In this pack you will find:

- General information about the school
- Job Profile
- Person Specification

We would be delighted to show you around our school. Please contact the school office on 01372 465348 to book a tour. Please visit the school website at www.claygate.surrey.sch.uk.

The closing date for applications is 9am on 6 January 2025. If you have not heard from us by 13 January 2025, please assume that on this occasion you have been unsuccessful in your application. **We reserve the right to close the application process early if we receive**

applications from enough suitable candidates before the deadline so would encourage you to apply early.

I look forward to hearing from you and reading your application. Thank you once again for the interest you have shown in our nursery.

We hope this information pack tells you everything you need to know, but if you have any questions, please do not hesitate to contact me (head1@claygate.surrey.sch.uk).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'S. Cunningham', enclosed in a thin yellow rectangular border.

Mrs S.Cunningham
Headteacher

About Claygate Primary School

Claygate is popular two-form entry primary school in the NE of Surrey. We currently have over 380 pupils on roll in 14 classes (two form entry). Our community school is located on a lovely green site in the centre of Claygate village.

We believe strongly in developing the whole child, and therefore place great emphasis on children's physical, creative, emotional and social development, as well as their academic progress.

Our curriculum is broad, balanced, creative, and developing. Our themed approach, based on the principle of 'contexts for learning', promotes active and stimulating learning which aims to inspire children and staff.

We have twice been awarded Artsmark Gold in recognition of our high quality provision in music, art, dance and drama; we received the Activemark award for PE three times; and we are also a Healthy School.

Nursery

Our new Ofsted graded 'Outstanding' Nursery operates during term time and provides wrap around care between the hours of 7.30am and 6pm Monday to Friday. It is our aim that every child at our Nursery will develop a lively enquiring mind, feel happy, safe and secure and have opportunities to fulfil their potential in all areas of development. This approach will lay a secure foundation for them and their next stage of schooling.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

About the post

The EYFS team work together to support groups or individual pupils in their learning and behaviour. This may be through 1:1 support in or out of the classroom, adapting and differentiating classroom activities, or through providing general support to individuals and groups of pupils in the classroom.

What we can offer you

The children . . . are well-behaved, enthusiastic, and they love being here. You will find working with them tremendously rewarding.

The staff . . . are also well-behaved, enthusiastic, and love being here (most of the time!) They are also supportive to new and existing colleagues and you will benefit from their experience and expertise.

The environment . . . is one that you will find hard to beat, with a large field and playground space, pond and wildlife area, mini woodies, allotment, heated indoor swimming pool, and excellent curriculum resources. We also have an active and supportive body of parents and a committed and informed Governing Body.

Please telephone Ros Clark SBM at the school (01372 465348) if you have any questions about this role.

Closing date: 9am 6 January 2025

Interviews: To be arranged soon after (earlier if suitable applications received)

Start date: ASAP

Job description

Job Title: Nursery Practitioner

Hours: Part time -varied shift between 7.15am and 6pm Monday to Friday **Term time only** including 3 INSET days (38.6 weeks)

Pay Scale: Surrey Pay 5 (£24,977- £26,886 FTE, pro-rata) Equivalent to £13.31 per hour. Actual pay depending on hours worked.

Reports to: EYFS Lead, Headteacher

Contract: Term Time, part time and Permanent -Must be able to do some early and late shifts to cover wrap around care.

Job Purpose:

To support the delivery of a safe, caring and stimulating environment for children in EYFS in line with relevant national regulations and guidance. Ensuring that the outcomes of the children are met by providing highly effective, targeted provision, care and support.

To support the delivery of wrap around care to the nursery children.

Main duties of post:

Supporting pupils

- To be a key person for a group of children, develop strong relationships with parents, promoting parental engagement in the children's learning journeys.
- To provide a stimulating and varied programme of play and learning opportunities.
- To ensure the safety and well-being of the children.
- To meet the physical and medical needs of pupils, including carrying out intimate care, whilst encouraging independence wherever possible
- To support positively children's development and wellbeing, promoting independence in a safe, secure and ambitious learning environment

Supporting the Nursery team

- To work as part of a team and support colleagues
- Assist in the setting up and clearing away of all activities and equipment
- To ensure high standards of hygiene and safety are maintained at all times
- To ensure that any information received is kept confidential at all times
- To ensure high standards of hygiene and safety are maintained

Supporting the curriculum

- To actively encourage children's progress in all areas of development, types and stages of play, by interaction and extension of play activities
- To assist in keeping the individual record file for each of the children in the key worker group
- To be involved in curriculum planning and record keeping as requested by the EYFS lead
- To contribute to the assessment and tracking of children through observation and contributing to the planning of learning activities.

Supporting the school

- To be aware of and comply with school policy and procedures relating to child protection, health and safety and security and to refer all concerns to the DSL, attending training where necessary.
- Support the work and beliefs of the nursery by helping to create an environment that promotes open and equal opportunities for children and adults.
- Flexibility to ensure staff cover for the wrap around care provision.

General

- Attend training as required
- To attend staff meetings as requested
- To undertake such additional duties as appropriate to the level of the post as may be required.

Person Specification

Criteria	Essential	Desirable
Qualifications and training		
GCSE (or equivalent) in English and Maths, or (in the absence of a qualification) evidence of an excellent standard in both areas	✓	
Further qualifications full and relevant to the post to Level 3 (eg. CACHE / NVQ)	✓	
Paediatric First aid qualification (training will be given)		✓
Safeguarding training (training will be given)		✓
Any other training relevant to employment in school nursery		✓
Experience		
Experience of working in a nursery environment	✓	
Experience of working with 2 year old children	✓	
Experience of working with children with special educational needs		✓
Experience of working to support children in managing their behaviour		✓
Knowledge, Skills and Abilities		
Ability to work on own initiative and as part of a team	✓	
Willingness to undertake training	✓	
Willingness to perform intimate care tasks	✓	
Calm under pressure and good sense of humour	✓	
Knowledge of safeguarding children guidelines (training will be given)	✓	
Flexibility	✓	
Ability to relate well to children and adults showing respect at all times	✓	

Candidates are asked to demonstrate their ability to meet these selection criteria in their application form, their supporting document and at the selection interview.

The closing date for applications is **9am 6 January 2024**. We reserve the right to interview and appoint if we receive enough suitable candidates before the closing date.

Application forms may be posted to the school, for the attention of Ros Clark (School Business Manager), submitted in person or emailed to ros.clark@claygate.surrey.sch.uk.



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