JOB TITLE: NURSERY PRACTITIONER LEVEL 3

REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL
INFORMATION FOR CANDIDATES

Role commences: January 2027



REIGATE ST MARY'S







REIGATE ST MARY'S SCHOOL AND NURSERY (RSM)

AN EXCITING NEW CHAPTER FOR OUR NURSERY

RSM is entering an exciting new chapter as we expand our established and highly regarded nursery to welcome babies from six months old, alongside the introduction of year-round provision.

Building on the strong foundations of our existing nursery, this expansion brings new, purpose-designed spaces for babies and toddlers, with dedicated indoor and outdoor play areas for each age group. It is an exciting opportunity to be part of a growing Early Years team, helping to shape a nurturing, stimulating environment where our youngest children can thrive.

Set within 15 acres of beautiful grounds in the heart of Reigate, RSM offers an exceptional environment for children to learn, play and explore. From dedicated nursery gardens and playgrounds to woodland areas and an on-site Forest School, outdoor learning is a natural part of everyday life.

Our nursery is very much part of the wider RSM school community, giving children a wonderful sense of belonging from their earliest days. Close relationships with families, individual attention and a warm, supportive atmosphere are at the heart of everything we do.

ABOUT RSM SCHOOL

RSM is a thriving coeducational school in the heart of Reigate, providing an inspiring education for children through to the age of 11. The school combines high academic standards with a broad and exciting curriculum, offering children a wealth of opportunities to discover new interests and develop their talents.

Music, sport, performing arts and technology are all important parts of school life, alongside a strong emphasis on outdoor learning. Excellent facilities, including extensive sports grounds, specialist teaching spaces and an on-site Forest School, support a rich and varied educational experience.

RSM is part of the Reigate Grammar School Group, alongside Reigate Grammar School (RGS), RGS Surrey Hills (RGSSH) and three other junior schools and nurseries. This close relationship offers children access to additional facilities and opportunities, as well as a well-established educational pathway through to senior school and sixth form.

The school has a strong sense of community, with a friendly, supportive atmosphere and a commitment to helping every child make the most of the opportunities available to them.

Independent Schools Inspectorate 2026

RSM successfully passed all areas when last inspected by the Independent Schools Inspectorate in 2026.





JOB DESCRIPTION

Full-time, permanent, approximately 48-week contract, with flexible work patterns available.

Benefits

- Lunch provided free of charge
- Employee Assistance Program
- Flexible work patterns to suit your lifestyle
- Staff training and development opportunities
- Use of the gym and swimming pool at Reigate Grammar School at designated times, free of charge
- Cycle to work scheme available.

Reports to: Head of Nursery

Working Pattern: This is a full-time, year-round role, working on a rota across the Nursery's opening hours. Practitioners may be asked to work flexibly across Nursery rooms according to the needs of the children and the provision.

PURPOSE OF THE ROLE - Exceptional Beginnings

To provide high-quality care and early education within RSM Nursery, creating a warm, nurturing and stimulating environment where every child feels safe, happy and known.

Working as part of the Nursery and wider Early Years team, the Nursery Practitioner will support children's learning through purposeful play, secure relationships and rich experiences, making full use of RSM's grounds and wider school opportunities.

The Nursery Practitioner will act as a Key Person for an identified group of children, working closely with families and colleagues to understand and support each child's individual needs and development.

Why Join Reigate St Mary's?

This role offers the opportunity to:

- Help shape an expanding Nursery welcoming children from six months.
- Work within a warm, ambitious Early Years team.
- Enjoy RSM's 15-acre campus, specialist facilities and outstanding outdoor learning.
- Build strong relationships with children and families.
- Benefit from excellent professional development.
- Enjoy lunch provided during the working day.

KEY RESPONSIBILITIES

These are illustrative responsibilities commensurate with the role. The role and responsibilities may evolve over time, as required by the Headmaster and Head of Nursery.

Care, Wellbeing & the Key Person Role

- Act as Key Person, building secure relationships with children and families.
- Provide warm, individualised care, including feeding, sleep and personal care.
- Support settling, independence and smooth transitions.

Learning & Development

- Deliver engaging, play-based learning in line with the EYFS.
- Observe children's progress and plan meaningful next steps.
- Create stimulating indoor and outdoor experiences using RSM's grounds and facilities.

Partnership with Parents & Families

- Build warm, professional relationships with parents and carers.
- Share clear updates on children's wellbeing, learning and development.
- Work with families and colleagues to support individual needs and transitions.

Safeguarding, Welfare & the Nursery Environment

- Follow safeguarding, welfare and EYFS requirements at all times.
- Maintain a safe, clean and welcoming Nursery environment.
- Follow procedures for allergies, medication, hygiene and emergencies.

Teamwork, Professional Practice & Wider School Life

- Work positively with the Room Lead and wider Early Years team.
- Engage fully in training, supervision and professional development.
- Contribute to wider RSM life and model the RSM

PERSON SPECIFICATION

Essential

- A full and relevant Level 3 Early Years qualification or above.
- Experience working in an Early Years or nursery setting.
- Good knowledge of the EYFS, child development and safeguarding.
- A warm, caring and child-centred approach.
- Strong communication and teamwork skills.

Desirable

- Experience and knowledge of using Famly App
- Current food hygiene certificate
- Current paediatric first aid certificate.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Salary: competitive and dependent on experience and qualifications.
- Non-teaching staff at Reigate St Mary's Preparatory and Choir School are remunerated according to Local Government scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge.
- All staff have access to the school swimming pool and fitness room at designated times, free of charge.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. Reigate Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send them with a supporting statement together with a CV addressed to Dawn Holmes as soon as possible and by 9.00am Friday 27 November 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

Reigate Grammar School is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org | reigatestmarys.org



SCHOOL LOCATION AND DIRECTIONS

The RSM campus is situated in the historic and vibrant market town of Reigate, which sits within an area of outstanding natural beauty. There are excellent train links to London and the town is close to the M25. Reigate has been voted one of the best places to live in the UK on a number of occasions, reflecting its unique mix of independent shops and restaurants, large parks and green spaces, and easy access to the countryside. There are many excellent local sports clubs which are also hubs for friendship and community.

By Road

Reigate Grammar School and Reigate St Mary's Preparatory and Choir School are situated on the south side of the A25 about a quarter of a mile east of Reigate town centre, between Reigate and Redhill. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Travel to Reigate town centre and turn left to join the one way system.

Continue down Castleford Road to the T junction and bear left onto the A25 Reigate Road. For Reigate St Mary's, turn right into Chart Lane and the entrance is on the right. For Reigate Grammar School, remain on the A25 for 500 metres and the entrance is on the right.

By Rail

Regular main line services operate from London to nearby Redhill station and the Reading to Tonbridge line serves Reigate station and a number of other towns to the east and west.

By Air

Gatwick is the nearest airport, only 20 minutes away by road and Heathrow is a 40-minute journey. Both have regular scheduled flights from UK, European and international destinations.

