



HOE BRIDGE SCHOOL



NURSERY PRACTITIONER
(LEVEL 3)

MARCH 2026



Hoe Bridge is a thriving independent school for girls and boys aged six months to 16 and is entering the most exciting phase in the school's history with the onset of our new senior school. Recognising the pressing need for an independent senior school in Woking, we have established 'Hoe Bridge Senior School'. This ensures that children will continue to benefit from our outstanding education right through to GCSE and their choice of further education or career all within an easy reach of home.

Our ethos of high expectations, individual determination, enthusiasm, respect, warmth and care lead to happy, confident and successful children. The community of children, parents, staff and governors thrive on the mutual respect and support embodied in our ethos. Expectations are high and pupils' achievements are measured against these expectations, but equally importantly against their own individual potential. Individual efforts are rewarded and recognised, no matter what the level or the subject and as a community everyone celebrates these successes. Throughout the years, inspiration, care and leadership come from both staff and children alike and ensure the community is vibrant and dynamic.

Our school was awarded a grade of 'excellent' during our last inspection in 2023, something that both the girls and boys, staff and parents are extremely proud of. The atmosphere of every school is unique and the

strength and attraction of Hoe Bridge lies in the atmosphere generated by the staff and pupils. Standards and targets are realistic, though set as high as possible, the bright are challenged and the less able supported; the staff endeavour to instil confidence in all the children and visitors are always amazed to see just how happy the children are, how determined they are to succeed and how much they care about each other. "A busy and fun action packed adventure" is one way life at Hoe Bridge has been described, what a great and accurate description! There is never a dull moment nor is there time to be bored and the children are proud to call Hoe Bridge their school.

The provision of cutting-edge pastoral care is at the heart of Hoe Bridge. There is a genuine commitment to and care for each member of the community and the happiness of every child is central to this. The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity and confidence within the framework of our pastoral values.

The School has an extremely good reputation not just in the local area but county wide as well. There is a real energy throughout to preserve the family atmosphere, to constantly strive to improve results and explore all the possibilities available to enrich both the School and the lives of the children.



OUR MISSION

To inspire in children a passion for lifelong learning, where an exceptional education, beyond factual learning, fosters unique life skills, creativity, knowledge and wellbeing.

VISION

A dynamic school community where everyone is encouraged to achieve their true potential through a broad, challenging and diverse curriculum. We enable and foster a passion for lifelong learning, whilst embracing and valuing individuality within the school community and wider society.

RATIONALE

To shape future citizens who have the academic, personal and social skills to make informed choices as well as being empathetic, resilient and responsible members of society fully embracing British values.

A dedicated, caring and well qualified staff provide a varied curriculum, within and beyond the classroom, giving opportunities and challenging abilities to develop independent thinking young people. An engaging, broad, progressive education based on Christian principles and enriched with stimulating and varied opportunities to develop creativity, curiosity and innovation.

ETHOS & AIMS

Happiness • Confidence • Achievement

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child.



AGES 2 TO 16



WRAPAROUND CARE
7:30am TO 6:30pm



SET IN
22 ACRES



NEW PERFORMING
ARTS CENTRE



HOE BRIDGE SCHOOL

COMPER OPTIMUM MECUM



THE ROLE

We are seeking to appoint a Level 3 qualified practitioner. As part of the Nursery Team at the Greenfield Little School, you will be working with children from six months and will be responsible to the Nursery Manager. You will be well-qualified and energetic with vision, purpose, warmth and humour, someone who works positively with colleagues and derives satisfaction from caring for and encouraging all children. You will hold an appropriate Early Years or Child Care qualification equivalent to Level 3 and have experience of working with children from six months to four years. You will be friendly, adaptable, flexible, well organised and confident dealing with parents, staff and pupils.

Staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and are self-critical, forging positive professional relationships and working with parents in the best interests of all children. The particular responsibilities will include:

KEY PERSON

- To work as a Key Person and part of the Little School team, reporting directly to the Nursery Manager.
- To deliver a flexible, high quality education and care to meet the needs of the children and their families.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.

- To promote the work and image of Greenfield School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and plan, prepare and deliver the curriculum and evaluation of activities.
- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience.
- To prepare pupil progress reports and deliver them to parents of Key children.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes with the individual online profiles and to track children's progress through the production of online learning journals (Tapestry).
- To write formal reports for Key children during the summer term.
- To act as a Key Person responsible for settling children in and working closely with families.
- To develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and educational requirements of individuals or groups.





THE ROLE cont.

- Collect and analyse data on children's progress and engagement in outdoor learning.

GENERAL RESPONSIBILITIES

- To be responsible for the planning, setting up and clearing away of activities in Little School.
- To maintain, repair and clean equipment, e.g. books, toys, games, etc. and tidy up after use.
- To be concerned with the general welfare of the children, including matters relating to hygiene and health.
- To support children at mealtimes to ensure dietary requirements are met.
- To undertake outdoor play supervision within Little School.
- To provide first aid if necessary and take all reasonable measures to ensure health and safety in the classroom and outdoor areas.
- To undertake courses as necessary for professional development.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Nursery Manager.

Please note that this is illustrative of the general nature and level of responsibility of the role. This is





WORKING AT HOE BRIDGE

REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay. For this role, the pay will be competitive dependent upon experience. Dependent children, whom the successful candidate wishes to attend the school, will be subject to the normal admissions criteria. Once admitted, they will be eligible for the discretionary staff concession on school fees.

HOURS OF EMPLOYMENT

The role is full time (Monday to Friday), 52 weeks a year. Hours of work will be a maximum of 40 hours a week split over four nine hour days and one four hour day. The post is subject to the agreed terms and conditions as laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of two terms.

EXPERIENCE

Applicants are expected to have had previous experience within a school or nursery. An appropriate Early Years or Child Care qualification equivalent to Level 3 is essential.

CAREER DEVELOPMENT

This is an essential position with an attractive salary and will afford the successful candidate the opportunity to work in an innovative, caring, skilled and committed team. This post would be an appropriate stepping stone for one who aspires to take on further responsibility in the future.

STAFF BENEFITS

All Hoe Bridge staff receive the following benefits in line with their employment status: concession on school fees, pension scheme, free parking on site, free lunches and refreshments during term time, free wrap around care for staff children whilst their parents are on duty and working at school, termly celebration events and the opportunity for paid work at our Holiday Camps with concession on camp fees.





HOW TO APPLY

The closing date for applications is 9.00 am on Friday 6 March 2026. Following a meeting of the Selection Committee, successful candidates will then be invited for interview shortly after.

All applications must be made online via the school website. In the 'Suitability' section of your application, please give your reasons for applying for this post and state why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other roles or similar environments which demonstrate your ability and aptitude to undertake the duties of the post. All applications will receive a response confirming receipt and applicants selected for interview will be informed shortly after the closing date.

For all applications, references will be sought before candidates are invited for interview and as part of our shortlisting process, all applicants, regardless of the role being applied for, will be subject to an online search as part of our due diligence on shortlisted candidates. You are encouraged to read our Safer Recruitment Policy and Safeguarding Policy for further details before completing your application, both of which are available on our [website](#). Candidates selected for shortlist interviews will be required to bring to interview proof of ID, qualifications and their right to work in the UK. The post is subject to the agreed terms and conditions as

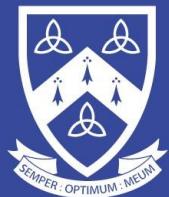
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The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments, please let us know at the application stage if you have any special requirements. The offer of appointment at Hoe Bridge School is conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

This role will involve contact with children. Hoe Bridge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants 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. 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.

Applications will be considered as they are received and the School reserves the right to appoint at any time during the application process.





HOE BRIDGE SCHOOL

HAPPINESS • CONFIDENCE • ACHIEVEMENT

GIRLS & BOYS - 2 TO 16 YEARS OLD