

RECRUITMENT PACK



CULFORD SCHOOL JOB DESCRIPTION

Qualified Early Years Practitioner for Culford Nursery

We are currently looking to appoint Early Years Practitioners to work as part of the Nursery team at Culford Nursery. We are looking for enthusiastic, passionate and knowledgeable individuals to join our growing team.

Role to begin, week beginning 25th August 2025

- **Role one:** 40 hours per week, term time only. Working hours between 7.30 am and 6.00 pm Monday to Friday over 4 and a half days **Salary £19,958 per annum**

Example shift pattern - 0800-1800, 0800-1800, 0800-1600, 0730-1630, 0800-1300 (to include 4 x 30 mins lunch break)

- **Role two:** 32 hours per week, full year. Working hours Monday to Thursday between 7.30 and 6.00 pm. **Salary £20,966 per annum**

Example shift pattern - 0800-1700, 0830-1800, 0830-1600, 0730-1530 (to include 4 x 30 mins lunch break)

Main Responsibilities and Tasks

- To work as a key person within a 'family group', planning, creating and implementing engaging activities, tailored to each of your key children
- To provide safe, high-quality education and care for children aged **1-3**
- To have full regard to the requirements of the Statutory Guidance for the Early Years Foundation Stage
- Contribute towards an environment which safeguards children at all times
- Develop and maintain strong parent/ carer partnerships
- Promote and ensure child welfare, protection, health and safety and safeguarding
- Work with colleagues to maintain a positive, happy and safe environment
- To liaise closely with parents /carers, informing them about the nursery and its delivery of the EYFS, exchanging information about the children's progress and encouraging parental involvement
- Provide a safe and healthy environment for all children in the group at all times
- Provide comfort and care at all times and ensure that children feel welcome and safe
- Be familiar with safeguarding including own responsibilities together with care and risk assessment
- To meet the physical needs of children, encouraging good standards of personal hygiene, whilst promoting independence
- To provide support for the children's emotional and social needs by implementing the principles of our Promoting Positive Behaviour Policy and role modelling high standards in all aspects of their role and personal conduct
- To have a knowledge of and adhere to all Health and Safety Regulations
- To attend meetings as required and participate in training opportunities and performance development

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- To undertake any duties set to you by the Management Team that will assist in the day-to-day running of the Nursery.

Skills and personal qualities

- Minimum of relevant Level 3 childcare qualification (or equivalent)
- Previous experience working with children 0-5 and a good knowledge of the EYFS
- Fully supportive of the aims and ethos of an independent school
- A good standard of written, spoken and listening skills
- A high level of flexibility with a 'can do' attitude and an openness to new ideas and practices
- Dynamic and approachable, able to put people at ease, reassure, guide, and explain
- Ability to confidently work alongside children, staff and parents
- Understanding the age-appropriate needs and concerns of young children and having natural empathy with them
- Innovative, hard-working, driven and determined
- Resilient with a good sense of humour
- The ability to work under pressure and meet deadlines

What we can offer you

- Free lunch provided by the on-site catering team
- Membership of the Culford Sports and Tennis Centre
- Continuing Professional Development and networking opportunities
- Enhanced pension contributions
- Employee Assistance Programme
- Access to Health Cash Plan after 6 months' service
- Group Life Insurance after 6 months service

Application deadline: 30.06.25

Early applicants are encouraged and we reserve the right to close the deadline at any time. Please note that a Culford Application must be submitted for your application to be considered, via the Culford Website- <https://www.culford.co.uk/about-us/work-for-us/job-application>