JOB TITLE: NURSERY PRACTITIONER - FIXED-TERM CONTRACT

MICKLEFIELD SCHOOL
INFORMATION FOR CANDIDATES

Role commences: As soon as possible



MICKLEFIELD
SCHOOL





MICKLEFIELD SCHOOL

Rated EXCELLENT IN ALL AREAS by the Independent Schools Inspectorate in 2023.

Micklefield was founded in Reigate in 1910 and moved to its current site in Somers Road in 1925. In 2004 the school acquired the house next door which became the school's bright and airy nursery. The site has expanded over the years with the addition of a large gym, exciting outdoor play areas and access to a five-acre sports field close by, but the two original buildings remain the heart of the school, joined by a glass walkway. They house an impressive dedicated art and design technology studio, a science room and a music practice suite as well as the year group classrooms and dining hall.

In June 2024 Micklefield became part of the Reigate Grammar School (RGS) family, a multi award winning group of schools, RGS having been ranked best co-educational day school in the southeast by the Sunday Times 2024 Parent Power league tables. Micklefield is part of the Independent Association of Prep Schools (IAPS) and has approximately 250 boys and girls aged from 2 to 11 years old. Academic outcomes are excellent and children transfer to RGS or other top independent senior schools locally. The emphasis is on finding the 'right fit' senior school where the children will thrive and close partnerships with families are a key part of the success of the process.

Micklefield is very much a family school built upon the core values of Kindness, Respect, Resilience and Responsibility. The children know they belong to a supportive community that genuinely cares about their wellbeing. The close-knit environment helps staff to develop a deep understanding of each pupil's unique learning style, strengths and areas for growth and the children thrive as a result. The curriculum is broad and stimulating, providing endless opportunities for learning both in the classroom and out in the wider community. Children are encouraged to reach beyond school into the wider world, to take initiative, make their ideas happen and think creatively so they have the confidence to be change-makers of the future.

Sport is an important part of life at Micklefield and school teams are extremely successful in a variety of games. All Upper School children have the opportunity to represent the school in regular fixtures and the emphasis is on developing sportsmanship and teamwork. A strong extracurricular programme provides additional sporting opportunities, as well as a broad range of other popular clubs including chess, programmable LEGO, problem solving and current affairs. Every child is a member of one of four Houses and this gives them a sense of belonging and peer support as well as providing plenty of opportunities for friendly inter-house competitions.

Micklefield is well known for its music, drama and art provision and was a finalist for Independent School of the Year 2023 in recognition of the strong performing arts programme in place. The children gain outstanding marks in LAMDA drama exams and there is a strong peripatetic music programme. There are many opportunities to perform throughout the year, both in school and out in the local community.







OUR NURSERY

Within a bright and colourful environment, Belton House Nursery provides an excellent first step for a child's introduction to education. Fully supported by qualified, experienced and enthusiastic staff, the children are encouraged to develop their full creative and academic potential, learning to think, question and evaluate.

Our Nursery children enjoy all the facilities of the main school as well as the engaging experiences in Belton House and our local community.

Micklefield children experience all areas within the Early Years Foundation Stage curriculum. Children are introduced to phonics and pre-reading skills. Fine motor control activities help to develop writing skills. Fun, thought-provoking, early numbers help build the children's understanding of mathematics. By nurturing a curiosity of the world around us, their knowledge and understanding of the environment helps to develop their creative language and confidence.

In April 2021 our highly successful Nursery extended its provision from term-time only to year-round and we are looking to appoint someone who can join our top-rated Nursery . We offer both full day and half day sessions for children from rising two to four years of age. The post holder reports to the Head of Nursery for the teaching and management of the Nursery and to the Bursar for all financial matters. The Nursery Practitioner will work closely with all members of the Early Years Team.

ETHOS / MISSION STATEMENT

Micklefield is a happy, flourishing school where children can enjoy all aspects of learning. We aim to create a family atmosphere where each child is encouraged to develop their potential whilst becoming confident, responsible and independent members of the community. We work with parents to instil our school values.

Micklefield's children are nurtured so that their talents, whether academic, sporting, musical or creative, can be developed and valued. We pride ourselves on knowing each of the children individually, creating an environment where trust and security encourage children to thrive.

BENEFITS INCLUDED IN THIS ROLE:

- Loyalty bonus programme.
- Generous staff discount on nursery fees.
- Lunch provided free of charge.
- 20 days anuual leave, plus bank holidays (28 days), two additional days after three years of service and another two additional days after five years of service.
- One 'Me day' in addition to annual leave.
- Employee Assistance Program.
- Flexible work patterns to suit your lifestyle.
- £1000 bonus when you refer a friend.
- Option to buy back up to five extra days holiday.
- Pension salary sacrifice available.
- Lots of 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.

JOB DESCRIPTION

The role of the Nursery Practitioner will be to support and work alongside the Nursery Room Leader to ensure all children attending Belton House Nursery receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

The Nursery Practitioner will need to work as part of a team in order to provide an enabling environment in which all individual children can play, develop and learn. It will be crucial to build and maintain strong partnerships, working with parents to enable children's needs are met.

MAIN DUTIES AND RESPONSIBILITIES

- To promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to the children.
- To promote the work and image of the School by always maintaining high standards of personal appearances and adopting a friendly, professional approach to parents, members of the public and the wider School community.
- To develop an understanding of the Early Years Foundation Stage (EYFS) curriculum, assist the Nursery Room Leader with the planning, preparation and delivery of the curriculum and evaluate activities for the children.





JOB DESCRIPTION CONTINUED..

- To support setting up an inspiring learning enviroment.
- To provide professional and relevant feedback to parents/ carers about their child.
- To work in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication and involvement in Nursery life.
- To reflect on practice and routines, tailoring them to meet the individual needs of each child throughout the day.
- To promote high standards, progression, continuity and quality of learning.
- To assist in writing observations and to support children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.
- To adhere to the school's policies with special reference to the learning support, safeguarding and child protection, equal opportunities policies, and to help promote inclusion in the school.
- Ensure that the room is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and health and safety procedures are implemented at all times.
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the Nursery.

This job description is intended to act as a guide and not as an ultimate definitive or exhaustive list. Our aim is to work to the strengths of the successful candidate and adapt the job description accordingly.

PERSON SPECIFICATION

Essential

- A passion for working with young children and a positive can-do attitude.
- A minimum of a Level 2 Early Years Qualification and/or higher degree equivalent.
- Ability to work with parents and families to encourage their involvement.

Desirable criteria

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

Initial fixed-term contract for one academic year.

The salary range for this role is £27,000 - £29,000 dependent on experience and qualifications.



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FURTHER INFORMATION

TERMS AND CONDITIONS

- Initial fixed-term contract for one academic year.
- Non-teaching staff at Micklefield School are remunerated according to their own salary scales.
- Employees are entitled to join the School's relevant workplace pension scheme.
- Lunch is provided free of charge.
- All staff have access to the swimming pool and fitness room based at Reigate Grammar School 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. Micklefield School is part of the Reigate Grammar School Group, and we are 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 Friday 24 July 2026 9.00am 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



SCHOOL LOCATION AND DIRECTIONS

Micklefield School 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

Micklefield School is located to the north of Reigate town centre. The most direct route is via the M25. Exit at junction 8 and join the A217 south. Turn right into Somers Road just before you reach the level crossing by Reigate train station. The school is located on the right hand side of the road about 100m from the turning.

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.

Chinthurst School is situated in Tadworth, just north of junction 8 of the M25. Follow signs for London A217 and carry on over two roundabouts and take the second exit on the third (five ways) roundabout. Following a set of traffic lights, Chinthurst is 100 yards on the right-hand side.

St Christopher's School is located in Epsom between the town and the Downs.

By Rail

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.

