



# Yarrells School and Nursery

Magical, Meaningful & Memorable



## NURSERY PRACTITIONER

# RECRUITMENT PACK

## About Yarrells

Yarrells Preparatory School is a gorgeous school with an enviable reputation in the area for providing children with a nurturing, varied and enriching education in the most beautiful woodland environment. In our lovely surroundings, we seek to make each school day magical, meaningful and memorable because we believe childhood should be cherished. We support everyone in our community to embrace opportunity and each new day is approached with energy, gratitude and an exciting sense of possibility. We encourage our children to be curious, creative and caring; to hold a wonder about the world around them and to be ambitious for themselves and for others. In April 2026 our Nursery is welcoming children from 6 months old.

Our vibrant learning culture gives children extensive opportunities to discover and develop their talents in academic fields, in sport, in the creative and performing arts, and in the wider community. The breadth of timetabled and extra-curricular opportunities we offer rivals many larger schools and our dedicated team delivers the highest quality teaching, inspiring our pupils to bring the best in everything they do.

Our staff are known for their energy and commitment, each day striving to achieve the highest educational outcomes and bringing out the best in each child. Our personalised learning approach and ethos of always giving of your best ensures our pupils have the strongest start in life. We pride ourselves on the close relationships we build with each of our pupils and their families. We get to know their strengths, we are by their side through their struggles, we celebrate their achievements and we support them in their transition to exciting futures. We believe that every child has something valuable to offer and that in our setting, guided by expert staff, we can find and nurture a child's gift and give each child the confidence to tackle life's challenges with spirit and determination. Based on their achievements at Yarrells, our pupils earn places at grammar schools as well as independent senior schools, often with generous scholarships.

## Staff

At Yarrells, we look for energetic, ambitious and skilled people to work in our School.

We expect our staff to play a full and positive part in the life of the School, and to contribute to the co-curricular programme. Teaching staff ensure good communication with parents, including the writing of reports; work together to create and deliver excellent schemes of work; and fulfil cover and other duties both within and after the school day.

All members of staff at Yarrells are expected to be fully supportive of the aims and ethos of our school and to share pastoral responsibility. They work towards encouraging each pupil to have the chance to develop to their full potential. Each staff member is expected to put children first and value each child highly, treating every pupil in a respectful and professional manner. Staff should support the school in its intention to celebrate progress and achievement, fostering a love of learning amongst pupils, and to 'praise loudly and blame softly'.

All those employed at Yarrells work to provide a positive environment where all children are provided with an extensive and balanced learning opportunity. Staff members ensure they are inclusive of all pupils and promote the educational, emotional, physical, social and spiritual development and well-being of our children.



# Job Description

**Position:** Nursery Practitioner  
**Contract:** permanent, all-year-round  
**Hours:** full time and/or part time, up to 40 hours per week, between 7.30am & 6pm, Monday to Friday  
**Start Date:** 1st April 2026  
**Salary:** £28,000 – £35,000 per annum, dependent on experience / qualifications  
**Ages:** 6 months to 2 years old

We are looking for an inspirational, energetic and creative individual to join our dynamic team, whose passion is nurturing and motivating all of our pupils. We believe this is the key to achieving high standards in academic subjects, sport and in the performing arts. Members of the early years staff are vital members of the Yarrells team, who should contribute actively to delivering educational excellence in our enriching environment. Nursery Practitioners are required to work in partnership with parents in the best interests of the children who attend Yarrells School and also to collaborate with other members of staff to promote the team vision for the school in a manner that fosters good relationships amongst the team. As is the case for all staff members, it is important that Nursery Practitioners are flexible and committed to promoting a positive atmosphere within the school, amongst children, staff and the parent body.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The job entails a wide range of responsibilities that are not limited to, but include:

## Principle Responsibilities

Under the direction of the Nursery Manager and senior staff, to support pupils to facilitate their learning within a broad and balanced curriculum. To assist in providing a stimulating educational environment in which all pupils can achieve their potential.

The job entails a wide range of responsibilities that are not limited to, but may include:

- To be a key worker
- Participating in planning, assessment, teaching, monitoring, evaluation and record keeping
- Helping pupils to learn as effectively as possible both in group sessions and individually by:
- Ensuring that pupils are able to use equipment and materials provided
- Motivating, encouraging and supporting
- Meeting physical needs whilst encouraging independence

- Establishing a supportive relationship with the pupils in order to promote self-esteem
- Promoting children's personal, social and emotional development
- Having an understanding of Yarrells School values
- Using Ovio (formerly Blossom) to write and record observations
- Actively promoting an ethos of learning through play in order to encourage children to be independent learners
- Providing observational feedback about pupils and contributing to assessments using the EY Statutory Framework
- Assisting other team members in the development and delivery of provision for pupils who need learning support, where applicable and ensuring knowledge of pupils' learning support needs
- Manage the learning environment, both indoor and outdoor, in consultation with other team members to enhance learning experiences and pupil progress
- Attending training (CPD) as relevant, participating in PPD (personal professional development) and contributing to school development
- Follow all school policies and procedures
- Carrying out other general duties consistent with a support role
- Helping with general duties such as Early Birds, lunch cover, tea duties and playtimes, giving support to children as needed
- Participating in team planning and contributing to the running of the department as a team member
- Being available to communicate and consult with the parents of the children, always being aware of the importance of a good and effective partnership with parents and the importance of dealing with them politely
- Similarly, being available to communicate and consult with persons or bodies outside School
- Supervision of children at all times
- Helping to set up equipment and tidy away
- Assisting children with toileting and helping to clean or change them if there has been a toileting accident, sickness or other mishap
- Assisting with photocopying, displaying work and in setting up for practical lessons and arts and crafts
- Participation in certain out of hours events such as concerts, plays, fireworks evenings, Christmas and summer fairs, parents' evenings and Prizegiving
- Maintaining good order and discipline amongst the children, safeguarding their health and safety as far as possible
- Managing behaviour positively
- Reporting any issues of concern to the Head, a member of the Senior Leadership Team, Head of Department or Line Manager as appropriate.
- Undertake such other duties as may be required.

## **Discipline, Health & Safety**

- Maintaining good order and discipline amongst pupils and safeguarding their health and safety throughout the school day
- Referring any matters of concern with regard to Health and Safety to the Head by informing them in writing
- Referring children to a Lead First Aider generally for matters of illness or First Aid, and especially for more serious matters. If necessary, however, administering First Aid for minor problems. All accidents to be recorded in the accident book

## **Staff Meetings and Training**

- Participating in meetings at the school as appropriate in matters not limited to, but such as: the curriculum, administration, general organisation, pastoral care and arrangements
- To attend staff training days and/or sessions
- To be willing to attend other appropriate courses, offered both in and out of school hours
- Participating in arrangements for his/her further training and professional development as a Nursery Practitioner
- Attendance at regular staff supervision

## **Extra-Curricular Activities**

Making an appropriate contribution to the extracurricular activities of the school as defined in the school prospectus or extra-curricular programme.

## **Person Specification**

We are seeking to appoint a Nursery Practitioner who:

- Is qualified to NVQ Level 2 (equivalent) or above
- Is keen, self-motivated, dynamic and flexible
- Is enthusiastic and enjoys contact with children
- Encourages individual development and progress
- Has a good rapport with children from the age of 6 months - 4 years and a particular interest in the earliest years (6 months to 2 years old)
- Has high expectations of pupils' attainment and behaviour
- Works effectively as part of a team
- Builds good working relationships with all stakeholders
- Would be willing to participate in the extra-curricular life of the school



## School's ECO policy

All staff should read, apply and encourage colleagues and children to follow the Yarrells ECO Code. All staff should work to instil an awareness of energy conservation and recycling as well as involvement and appreciation of the natural environment. Everyone at Yarrells should be committed to avoiding waste and re-using or recycling where possible.

## Staff Benefits

Yarrells has established an Employee Benefits Package for its entire staff. In conjunction with Computershare we are able to offer an employee assistance programme, health cash plan, legal services and a bike and technology salary sacrifice programme.

Meals are normally provided during working hours.

## Pension Scheme

Teachers will be automatically enrolled in our Royal London pension scheme. All other staff will be automatically enrolled in the NEST pension scheme.

## School Fees

Staff are entitled to a 30% discount on their children's school fees.

## How to Apply

If you would like to apply for this post, please complete the application form on the [TES website](#).

**Closing Date:** 11.59pm, Sunday 15 February 2026

**Interview Date:** w/c Monday 23 February 2026

For any queries, or to arrange a visit to see the school, please speak to:

Mr James Renwick, Director of Operations:  
01202 622229 or [recruitment@yarrells.co.uk](mailto:recruitment@yarrells.co.uk)

Applications will only be accepted from candidates completing the TES Application Form in full. CV's will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

Yarrells will seek references on shortlisted candidates prior to interview and may approach previous employers for information to verify particular experience or qualifications.

If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although the employer may, where appropriate, answer 'not applicable' if their duties have not brought them into contact with children or young persons.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have already been selected, as well as possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.

## For candidates invited to interview

Interviews will be conducted in person and the areas explored will include suitability to work with children. Those applying for teaching posts will be observed teaching a lesson. Those applying for Nursery Practitioner positions will be expected to spend some time leading an activity with an age-appropriate group of children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- Photographic proof of ID (driving licence or passport)
- Proof of right to work in the UK (passport, or a full UK birth/adoption certificate, together with an official document giving their permanent National Insurance number)
- A utility bill or financial statement showing the candidates current name and address and dated within the last three months
- Where appropriate any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies will not be sufficient.

## Conditional Offers to successful candidates

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory DBS check
- Verification of professional status e.g. GTC registration, QTS Status, early years qualification
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness
- Satisfactory completion of the probationary period

## Warning

Where a candidate is found to be:

- on DfE Barred List/List 99 or the Protection of Children Act List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to their suitability to work with children;

the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

## Safeguarding

Yarrells School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in any area of responsibility at Yarrells, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils and adopt a child-centred approach considering, at all times, the best interests of the child. Failure to do so may be regarded as professional neglect.

## Equal Opportunities

Yarrells School is committed to achieving equality of opportunity for all people who work and study at the School. We respect and value the diversity of our staff and pupils.

We seek to employ a workforce that reflects the diverse community at large, as we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

We will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age, disability and unrelated criminal convictions.

