



HOE BRIDGE SCHOOL



NURSERY PRACTITIONER

(LEVEL 3)

JUNE 2026

(MATERNITY COVER)





Hoe Bridge is a thriving independent school for girls and boys aged six months to 16. Each day offers a distinctive blend of opportunity, challenge and excitement. We are delighted to be embarking on a transformative three-year programme of growth and development, positioning the school as the leading independent through school in Woking and the surrounding areas.

Greenfield Little School is a well-established, nurturing early years setting providing high-quality care and education for children aged 6 months to 4+ years. Operating year-round, Little School supports each child's development and prepares them for a smooth transition into Reception in the September prior to their fifth birthday. As an integral part of Hoe Bridge School, it reflects the same ethos, combining a warm, welcoming atmosphere with a strong focus on purposeful learning and development.

Life at Little School is carefully structured to ensure that children benefit from a balanced day of engaging activities and appropriate rest. Our provision is underpinned by the seven areas of learning within the Early Years Foundation Stage: Personal, Social and Emotional Development; Communication and Language; Physical Development; Literacy; Mathematics; Understanding the World; and Expressive Arts and Design. These are delivered through a blend of adult-led sessions and continuous provision, enabling children to explore, develop confidence and build key skills in a supportive environment. A typical day includes opportunities for fine motor development, specialist music sessions, outdoor learning, forest school experiences and child-led play. Children also benefit from high-quality care routines, including nutritious meals and snacks, rest periods and consistent interaction with their key person. Staff maintain strong communication with families, including daily updates through our online learning journal. Little School benefits from excellent facilities, including dedicated, age-appropriate outdoor spaces and access to the wider school site, such as a dance studio, soft play equipment and forest school areas. These resources enable staff to provide a rich and varied learning experience for all children.

Our team is made up of dedicated and enthusiastic professionals who are committed to creating an environment in which children feel happy, secure and able to thrive from the outset. Collaboration, professionalism and a shared passion for early years education are at the heart of everything we do. We offer a supportive working environment alongside a range of benefits, including free on-site parking, complimentary lunches during term time, a generous pension scheme and additional annual leave. We value the contribution of our staff and are committed to their ongoing development and wellbeing.

Greenfield Little School prides itself on the strong relationships it builds with families and the positive feedback it consistently receives. This reflects the high standards of care and education provided, as well as the dedication of our staff team.





THE ROLE

We are seeking to appoint a Level 3 qualified practitioner to cover a period of maternity leave starting in June 2026. 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 Hoe Bridge 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.
- Collect, record and analyse data relating to children's progress, participation and engagement in outdoor learning, using this information to inform future planning, adapt provision and support individual development needs.





THE ROLE cont.

GENERAL RESPONSIBILITIES

- Take responsibility for the planning, preparation, setting up and clearing away of a wide range of engaging, age-appropriate activities within Little School, ensuring they are safe, stimulating and aligned with the Early Years Foundation Stage framework.
- Maintain, clean and, where appropriate, repair resources and equipment such as books, toys and games, ensuring that all materials are safe, well-presented and fit for purpose, and that learning environments are kept tidy, organised and inviting.
- Promote and safeguard the general welfare of all children at all times, with particular attention to hygiene, health, emotional wellbeing and safeguarding, ensuring that all policies and procedures are followed consistently.
- Support children during mealtimes, encouraging independence and positive social interaction, whilst ensuring that individual dietary requirements, allergies and nutritional needs are carefully adhered to.
- Supervise and actively engage in outdoor play within Little School, facilitating safe, enjoyable and purposeful experiences that support children's physical development, exploration and wellbeing.
- Provide first aid when required and take all reasonable steps to ensure a safe environment, maintaining high standards of health and safety in both indoor and outdoor areas, including risk awareness and proactive hazard management
- Engage in ongoing professional development by attending relevant training courses and keeping up to date with best practice in early years education and care.
- Undertake any other duties appropriate to the role, in line with the level of responsibility, as may reasonably be directed by the Nursery Manager, contributing positively to the wider life and smooth running of Little School.












Please note that this is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list of all tasks that the post holder will carry out, and they will be required to carry out other duties appropriate to the level of the role.





WORKING WITH US

WHY YOU WILL LOVE WORKING WITH US:

-  33 days annual leave (including Bank Holidays).
 -  Time off between Christmas and New Year (in addition to annual leave).
 -  Discretionary Day Off - an extra “you-day” (after successful probation period).
 -  Up to two days off per year for good attendance.
 -  4.5 day working week- a morning or afternoon off each week!
 -  Buy up to one week additional annual leave.
 -  Referral bonus.
 -  Free on-site parking available all year round.
 -  Free hot lunches including salad bar and desserts (term time only).
 -  Employee Assistance Programme - for confidential support when it matters most.
-  Support to grow your career. We invest in your future, from apprenticeships to fully supported qualifications, we deliver training in-house and with trusted external providers. You’ll gain the skills to do your job well, backed by a supportive team that shares best practice every step of the way.

“
The work culture is amazing. I feel supported and respected.
”
-Current employee



HOE BRIDGE SCHOOL





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 and dependent upon experience and qualifications. The FTE salary range will be between £25,651 and £28,217. 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 covering a period of maternity. 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 previous experience within a school or nursery setting. An appropriate Early Years or Childcare qualification at Level 3 (or equivalent) is essential. Candidates should have proven experience of working with children under five, along with a genuine passion for early childhood education. Strong communication skills are required, with the ability to build positive relationships with children, parents and colleagues. Applicants should demonstrate excellent organisational abilities, ensuring that learning environments are well-structured yet engaging. A sound understanding of child development is also essential, enabling candidates to plan and deliver stimulating activities that support young learners to thrive. If you have experience working with children, whether as an Early Years Educator, Nursery Practitioner, Nursery Assistant or Nursery Nurse and are ready to shape young minds with passion and purpose, we would be delighted to welcome you to our school.

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 concession on Holiday Camp fees.



HOE BRIDGE SCHOOL





HOW TO APPLY

The closing date for applications is 9.00 am on Friday 24 April 2026. Following a meeting of the Selection Committee, successful candidates will then be invited for interview the following week.

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 sort 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 laid out in the letter of appointment and subsequent individual contract. All appointments are probationary for a period of two terms.

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 - 6 MONTHS TO 16 YEARS

