

# NURSERY PRACTITIONERS

CANDIDATE INFORMATION



**King's  
St Alban's**

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-11



# Welcome

Thank you for your interest in the role of Nursery Practitioner at King's St Alban's Prep School.

I am so pleased that you are considering applying for a Nursery Practitioner role at King's St Alban's Prep School.

This is a busy and fulfilling community of which to be a part. Our warm and nurturing Pre-Prep provides the stability young children need to develop in confidence and independence amidst a wide range of opportunities.

The Early Years journey starts at the age of two at King's St Alban's Nursery, continuing until children's pre-school year, after which many will step across to the familiarity of the Reception class.

These posts would suit individuals who have great energy and enthusiasm, are proactive team players

and are keen to become involved in the wider life King's St Alban's and the King's Foundation.

If this sounds like the role for you, I look forward to receiving your application.

A handwritten signature in black ink that reads "N. Hawker".

**Nick Hawker**  
Head  
King's St Alban's Prep School



# Job description

This is a fantastic opportunity to join our friendly Nursery team at King's St Alban's. We are a small team of hugely committed individuals who love making sure that our children are greeted warmly on arrival and encouraged to participate in a variety of activities.

We are looking for hard-working individuals with a flair for creativity and a great sense of humour.



## Hours of work

Two positions are available, both offered on a permanent, year-round basis:

- One full-time, 37.5 hours per week role
- One part-time, 30 hour per week role.

**Start date:** As soon as possible following the successful completion of pre-employment checks.

## Salary £14.78 per hour

Situated in its own building within King's St Alban's, the Pre-Prep department is a safe, vibrant, purpose-built centre with excellent indoor and outdoor facilities. These include a multi-purpose hall, early years library and outdoor learning environment.

The Nursery and classrooms are well-equipped, with interactive whiteboards and a wealth of learning materials and resources.

Our Pre-Prep team comprises 14 teachers, teaching assistants and nursery practitioners, all with a passion for the children's learning and a genuine commitment to the school.

Working closely with the Early Years' teaching teams, our experienced and caring Nursery staff stimulate young minds and encourage a love of learning through an exciting programme of free play and teacher-led activities, helping children

to thrive while they prepare for their transition to school. Children benefit from a wide range of onsite opportunities including swimming, Forest School, foreign language lessons, music, P.E, cooking, yoga, amongst many others.

The job description sets out, but is not limited to, the main roles and responsibilities of the post:

- Work as a member of a team to provide a safe, caring, stimulating environment for the children, in line with The Early Years Foundation Stage guidelines/curriculum.
- Provide a wide variety of activities for the children that is suitable to their individual ages and stages of development.
- Ensure the provision of a high-quality environment to meet the needs of individual children and their interests, encouraging curiosity and motivating a child's ability to learn.
- Ensure that child records, such as learning journals/next steps and individual folders, are kept up to date.
- Foster positive relationships and develop partnerships between the children's homes, nursery and other staff members.
- Ensure a high standard of physical, emotional, social and intellectual care and development for children and provide a secure learning environment.

# Job description

- ◆ Maintain high standards of cleanliness and hygiene for the children attending the Nursery. This includes changing nappies and toilet training.
- ◆ Undertake certain domestic jobs within the Nursery, e.g. cleansing of equipment and the cleaning of rooms, ensuring the Nursery is kept clean, safe and tidy.
- ◆ Be proactive in matters relating to safeguarding and child protection, and health and safety.
- ◆ Keep up to date with any changes in the Early Years curriculum and other relevant guidance.
- ◆ Record accidents/incidents on the correct forms.
- ◆ Ensure that someone known and agreed by the nursery and parent collects the child, following policy and procedure.
- ◆ Accompany small groups of children on regular local outings, e.g. to the shops, park and local areas of interest.
- ◆ Attend staff meetings and parents' evenings.
- ◆ Participate in staff training and annual assessments of progress as support for continuing professional development.
- ◆ Ensure that all policies, procedures and risk assessments are read, understood and adhered to. Respect the confidentiality of all information received.
- ◆ Carry out any other duties requested by the manager that may reasonably be expected from a Nursery Practitioner.
- ◆ Be aware of the high profile of the Nursery and uphold its standards at all times.
- ◆ Take a full role in the supervision of children both inside and outside the classroom and during Forest School sessions.
- ◆ Act as the key person for some children and communicate observations with other relevant members of staff.



# Person specification

It is expected that the Nursery Practitioners will demonstrate a range of qualities, skills and experience, as outlined below.

## EXPERIENCE AND KNOWLEDGE

Experience of working in a nursery setting (Essential)

Experience of working as part of a team (Essential)

Have a strong regard for children's safety and well-being, proactively demonstrating an understanding of the importance of safeguarding processes and procedures. (Essential)

## PERSONAL AND ROLE RELATED SKILLS

Ability to implement activity plans and use observational findings to provide high quality childcare.

Strong literacy skills.

Excellent personal, communication and listening skills.

Good organisational skills to plan the children's day and respond to the children's different needs and interests.

Approachable, friendly and caring nature.

Ability to work well as part of a team and independently, using own initiative.

Ability to work well under pressure and to remain calm.

Ability to inspire and enthuse young children.

Ability to work in a flexible way.

A good sense of humour.

## QUALIFICATIONS REQUIRED

Minimum of a recognised NVQ Level 3 qualification in childcare development or equivalent

Safeguarding Knowledge Level I (Desirable)

Food hygiene certificate (Desirable)

Paediatric first aid certificate (Desirable, training can be provided)



# Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

## What is safeguarding?

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to ensure all children have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2025*)

## Our commitment to safeguarding

The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

## Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

## Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



# Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The School is required to ensure that the successful candidate is checked by the Disclosure and Barring Service. Details of the School's policies on safeguarding and promoting the welfare of children as well as equal opportunities are available on request. References will be obtained and verified prior to the appointment being confirmed.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. Shortlisted applicants will be required to complete a self-declaration form in relation to any criminal record or information that may make you unsuitable to work with children, and will be subject to an online search.

## How to apply

Candidates can choose to either complete the TES online application form which can be found at: [www.tes.com/jobs](http://www.tes.com/jobs) or complete a download application form which can be found on the Current Vacancies page of our website at [www.ksw.org.uk/careers](http://www.ksw.org.uk/careers) and then emailed to [recruitment@ksw.org.uk](mailto:recruitment@ksw.org.uk)

Please submit any queries regarding the role to the HR team at [recruitment@ksw.org.uk](mailto:recruitment@ksw.org.uk)

**Application deadline:** 9am Tuesday 7th April 2026

**Please note that we reserve the right to interview suitable candidates and appoint to the roles before the closing date, so early applications are encouraged.**

**Start date:** As soon as possible following the successful completion of pre-employment checks.

Please visit the vacancies page of the School website [www.ksw.org.uk/careers](http://www.ksw.org.uk/careers) to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.





**The King's School, Worcester**

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**[ksw.org.uk](http://ksw.org.uk)**

The King's School, Worcester: A company limited by guarantee, registered in England.  
Registered office: 5 College Green, Worcester WRI 2LL. Company No: 4776324. Registered charity No: 1098236.

The information, terms and conditions set out in this prospectus and all occasional papers may be amended from time to time, and their provisions, subject to any such amendments, shall continue to apply for the whole period during which a boy or girl continues to attend the School, irrespective of his or her age.