



# CUMNOR HOUSE SUSSEX



## **Nursery Teacher or Level 3 Educator**

### Statement of Duties and Responsibilities

**Reporting to:** Joint Heads of Nursery

---

**Purpose of the role:** To join the Nursery team, taking regular shifts or providing cover as needed, including welfare care, educational guidance and general support to children in the Nursery, including 2-year olds.

#### **General Duties:**

##### **Pupil support:**

- Assist with learning sessions with the children e.g. circle time; music and movement; arts and crafts; cooking etc.
- Support children, under the guidance of full-time staff, in meeting learning goals, such as by reading stories and helping children to talk about them;
- Help children to learn number skills by playing counting games, etc.
- Work to EYFS standards on child learning;
- Communicate sufficiently with the team to ensure effective support for all the children.

##### **Classroom support:**

- Assist in the preparation and clean-up of routine materials and equipment;
- Assist in keeping the communal areas, kitchen, books, apparatus and stock clean and tidy.

##### **Supervision of pupils:**

- Assist with general care and supervision of the children in classrooms and around the school site, making sure they are safe, and reporting any concerns;
- Serve meals and help with feeding and learning of appropriate behaviour at meal times;

- As agreed and appropriate, join groups of pupils on off-site activities and educational visits;
- Adhere to the school's behaviour policy, following set procedures and guidelines in a calm manner;
- Care for unwell or distressed children in the first instance, and deal with minor injuries;
- Help children with dressing and/or personal hygiene if and when appropriate;
- Support and assist pupils with emotional and physical difficulties;
- Be aware of any serious medical conditions of pupils, and be familiar with the relevant emergency procedures in case they are needed, and from whom to seek help.

#### **General:**

- Arrive in sufficient time each day to prepare activities and be ready for the arrival of the children;
- Undertake other duties appropriate to the grade and character of work as needed and requested by the Head of Pre-Prep or Nursery Managers;
- Be knowledgeable of emergency procedures including Fire Drill and Lockdown, and what is required of Staff;
- Take an active part in protecting pupils from harm, recognising that children's welfare is of paramount concern;
- Strictly observe school policy on confidentiality and discretion, with reference to GDPR;
- Observe school policy on Health and Safety and Safeguarding, including reporting lines and procedures.

#### **Desirable Personal Qualities and Experience:**

- Excellent skill, knowledge and ability to tend, inspire, encourage and nurture Nursery-age children;
- QTS or Level 3 Childcare / EYFS Educator etc.
- Experience of working with the Pre-Prep and Nursery age group;
- Skill in relating to and accommodating a wide variety of abilities;
- A professional appearance and warm, caring manner;
- Ability to work on own initiative, with full regard to the ethos of the School and the Curriculum;
- Excellent team-work spirit and skills, with flexibility, good humour and willingness to be instructed;

#### **Hours of Work**

Normal staff hours are 8am to 3pm or 4pm, 5 days per week; alternative hours are 8am to 6pm, 4 days per week. Cover Staff are invited to accept hours as they are needed by the School, and are under no obligation to work if it is not convenient to them. The hours requested for will generally be between 8am and 4pm Monday to Friday all year round. Hours will be discussed and agreed at interview.

#### **Remuneration and Benefits**

- We offer a very good salary for nursery assistance, and this will be discussed at interview.
- Cover rate is currently £14.25 for QTS and £12.50 for EYFS (due to the difference in ratios)
- Free on-site parking
- Complimentary dining and refreshments available all day during term time
- Free use of swimming pool at specified times

#### **Application Process and Safeguarding**

To apply, please send your application form (which can be found on our website) to [hr@Cumnor.co.uk](mailto:hr@Cumnor.co.uk).

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory references, verification of ID, medical fitness and relevant qualifications, and other security checks.