



Godstowe

Job Description and Person Specification

Nursery Assistant / Practitioner

Job Description

The school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Nursery Practitioner
Remuneration:	£28,000 per annum
Working pattern:	Full Time, All Year Round, Monday to Friday, 7:30am – 6:30pm.
Responsible to:	Nursery Manager
Start Date:	Sep 2026
Purpose of the Role	As a Nursery Practitioner at Godstowe School, you will play a key role in delivering exceptional care and outstanding Early Years education for children aged 9 months to 4 years. Working closely with the Nursery Manager and wider Nursery team, you will create a safe, nurturing and inspiring learning environment where every child feels valued, supported and encouraged to flourish. Through high-quality interactions, engaging learning experiences and strong partnerships with parents, you will help children develop confidence, curiosity and a lifelong love of learning. You will contribute to maintaining the highest standards of safeguarding, teaching, learning and pastoral care, ensuring the Nursery reflects the exceptional standards and values of Godstowe School.
Main Responsibilities:	Child Development & Learning • Deliver outstanding care and learning experiences in accordance with the Early Years Foundation Stage (EYFS) Framework. • Plan and provide stimulating, age-appropriate activities that promote children's social, emotional, physical and cognitive development. • Support every child to become confident, independent and enthusiastic learners. • Observe, assess and record children's progress using My School Portal, ensuring records are accurate and up to date. • Contribute to planning next steps for children's learning and development. • Promote children's language, communication and early literacy through meaningful interactions and play.

Safeguarding & Child Welfare

- Safeguard and promote the welfare of every child at all times.
- Follow all safeguarding policies and procedures in accordance with Keeping Children Safe in Education (KCSIE) and the EYFS Statutory Framework.
- Report safeguarding concerns promptly using the School's procedures.
- Ensure children are supervised appropriately and remain safe throughout the day.
- Administer first aid, medication and intimate care where appropriately trained and authorised.

Creating an Outstanding Learning Environment

- Prepare attractive, engaging and stimulating learning environments both indoors and outdoors.
- Encourage children's creativity, independence and exploration through purposeful play.
- Ensure resources are well maintained, safe and developmentally appropriate.
- Maintain exceptionally high standards of cleanliness, presentation and organisation throughout the Nursery.

Parent Partnerships

- Develop positive, professional relationships with parents and carers.
- Share children's achievements and progress through daily communication and My School Portal observations.
- Support settling-in sessions and transition arrangements.
- Promote open, honest and respectful communication with families.

Teamwork

- Work collaboratively with colleagues to maintain an outstanding Nursery environment.
- Support new colleagues, apprentices and students on placement.
- Contribute positively to staff meetings, training and Nursery development.
- Foster a culture of teamwork, professionalism and continuous improvement.

Health, Safety & Compliance

- Comply with all School policies and procedures.
- Ensure all risk assessments are understood and implemented.
- Record accidents, incidents and medication accurately.
- Maintain excellent standards of hygiene and infection control.
- Ensure equipment and learning environments remain safe and fit for purpose.

Professional Responsibilities

- Act as an ambassador for Godstowe School at all times.
- Maintain confidentiality in accordance with GDPR.
- Demonstrate professionalism, integrity and respect in all interactions.
- Attend staff meetings, INSET days, training sessions, parent evenings and School events.
- Undertake any other duties reasonably requested by the Nursery Manager or Head of Prep consistent with the level of the post.

	Professional Standards: The successful candidate will: • Demonstrate the highest standards of professionalism and conduct. • Promote equality, diversity and inclusion. • Build effective relationships with children, families and colleagues. • Maintain high expectations of themselves and others. • Participate fully in appraisal and continuous professional development. • Keep knowledge of EYFS legislation and best practice up to date. • Uphold the vision, values and reputation of Godstowe School at all times.
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Person Specification

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Qualifications:	Full and relevant Level 3 Early Years qualification recognised by the Department for Education. GCSE (or equivalent) English and Mathematics Enhanced DBS clearance.	Paediatric First Aid qualification. Safeguarding training. Food Hygiene qualification. SEND training	Application Form Interview Professional references
Experience:	Experience working within an Early Years setting. Good knowledge of the EYFS Framework. Experience observing and assessing children's development. Experience working collaboratively within a team.	Experience within an independent school. Experience using My School Portal. Experience supporting children with additional needs.	Application Form Interview Professional references
Knowledge:	Excellent understanding of child development. Good knowledge of safeguarding legislation. Understanding of Health & Safety requirements. Knowledge of inclusive practice. Understanding of children's emotional wellbeing.		Application Form Interview Professional references
Skills & Attributes	Passionate about Early Years education. Caring, patient and nurturing.		Application Form Interview

	Warm, approachable and professional. Enthusiastic and energetic. Creative and imaginative. Highly organised. An excellent communicator. Flexible and adaptable. A positive team player. Calm under pressure. Committed to safeguarding and promoting children's welfare. Dedicated to continuous professional development.		Professional references
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Safeguarding Statement

*Godstowe School is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, online searches in line with statutory guidance, verification of qualifications and professional status, identity checks, right to work checks and satisfactory references prior to appointment. This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to safer recruitment requirements in accordance with **Keeping Children Safe in Education (KCSIE)**.*