



St Hugh's  
School  
Woodhall Spa

## Nursery Assistant

**Required for the Spring Term 2024 (we may be able to accommodate an earlier start for the right candidate)**

### Part time position

Hours: 22 hours split from Tuesday – Friday (see below). Extra hours available for term time and holiday periods. Temporary Contract.

Tuesday 08:15 - 12:30

Wednesday 08:15 – 15:30

Thursday 08:15 – 15:30

Friday 08:15 - 12:30

Closing Date: 27.11.23

Interview Date: w/c 04.12.23

We wish to recruit an outstanding, experienced Nursery Assistant to join our dedicated team. At St Hugh's Nursery we are passionate and committed to ensuring that our environment is engaging and inspiring, with high levels of creativity and innovation in our teaching and learning across the school. Our ultimate aim is to provide young children with access to a broad range of experiences and challenges so that every child reaches their full potential and flourishes.

Applicants will:

- Be a great team player who is an effective communicator and can work successfully in collaboration with others;
- Be dedicated to inspiring and enabling children from age 2 - 4 to flourish. Your dedication is paramount to their success;
- Be motivated, flexible, possess strong interpersonal skills, use their own initiative and have a keen sense of humour;
- Be willing to gain experience of working with children with additional learning needs;
- Be able to positively promote inclusion and have high expectations for all children;

- Have an NVQ2 qualification and or equivalent GCSE Maths and English at C+.

Please highlight if you have any of the following:

- Experience of working with children with sensory processing difficulties and/or social, emotional and mental health difficulties;
- A speech and language qualification (ELKLAN is desirable);

We can offer you

- An attractive, well-resourced working environment with excellent facilities and supportive families;
- A committed, hardworking and supportive team;
- Happy children with a passion for exploring and learning.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All appointments are subject to checks including CRB and references.

**St Hugh’s School is committed to safeguarding and promoting the welfare of children. Consequently a Disclosure and Barring Service Certificate will be required for this post.**

The post is subject to enhanced DBS checks.

Salary according to qualifications and experience of the appointee. We may be able to accommodate an earlier start for the right candidate.

Please complete an application form and include the names of two referees who we may contact before interview and send it to the office at St Hugh’s: [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk)

For further information please contact school on [office@st-hughs.lincs.sch.uk](mailto:office@st-hughs.lincs.sch.uk) or 01526 352169.

Visits to the school are warmly welcomed.

## Person Specification: Nursery Assistant

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Achieved CSE/GCSE/O level in Maths and English or other qualification in English and Maths.  Achieved at least NVQ level 2 or equivalent in	ELKLAN speech and language qualification  Paediatric First Aid qualification

	relevant field.	
<b>Experience</b>	<p>Experience of working with children in the EYFS.</p> <p>Good understanding of child development and behaviour management strategies.</p>	<p>Have a working knowledge of relevant policies, codes of practice and legislation.</p> <p>Have a working knowledge and experience of implementing EYFS curriculum and other relevant learning programmes.</p> <p>Experience of delivering a sensory diet.</p>
<b>Knowledge and understanding</b>	<p><i>The candidate should have knowledge and understanding of:</i></p> <ul style="list-style-type: none"> <li>● the pastoral care of young children;</li> <li>● child development and the ways in which children learn;</li> <li>● the roles played by various adults in a child's education;</li> <li>● the EYFS curriculum.</li> </ul>	<p><i>The candidate will have an awareness of;</i></p> <ul style="list-style-type: none"> <li>● Sensory Processing Difficulties</li> <li>● Speech and language development in young children</li> <li>● Play based learning theory.</li> </ul>
<b>Skills</b>	<p><i>The candidate will be able to:</i></p> <ul style="list-style-type: none"> <li>● help pupils and teaching staff to achieve their objectives;</li> <li>● assist children on an individual basis, but also work as a member of a team;</li> <li>● explain tasks simply and clearly;</li> <li>● supervise and maintain good order with pupil behaviour and adhere to defined standards;</li> <li>● accept and respond to management and supervision;</li> <li>● work with guidance, but under limited supervision;</li> <li>● use initiative in modifying approaches where necessary and making suggestions for improvement;</li> <li>● liaise and communicate effectively and professionally with others;</li> <li>● get involved in professional</li> </ul>	<p><i>The candidate will have an awareness of:</i></p> <ul style="list-style-type: none"> <li>● delivering interventions on a 1:1 or small group basis.</li> </ul>

	<p>development, and attend courses;</p> <ul style="list-style-type: none"> <li>● make and maintain basic teaching resources.</li> <li>● be calm and able to work under pressure with the ability to adapt quickly.</li> </ul>	
<p><b>Personal characteristics</b></p>	<p>Calm</p> <p>Respect confidentiality</p> <p>Empathetic</p> <p>Enthusiastic</p> <p>Caring and friendly</p> <p>Dedicated</p> <p>Be able to swim</p>	<p>Energetic with a keen interest in a range of physical activities.</p> <p>A current driving license.</p> <p>A lifeguarding qualification.</p>