

Early Years Practitioner



Candidate Information

Part-Time (22.5 Hours per Week) | Term-Time Only

Permanent Position

Start Date: January 2027



Welcome to Aldwickbury

Thank you for your interest in joining Aldwickbury School. I hope this candidate information pack gives you a sense of what it is like to work at the school and the warm and positive environment you'll become a part of if you are successful in your application.

We are seeking to appoint a warm, enthusiastic and dedicated Early Years Practitioner to join our Nursery at Aldwickbury. The successful candidate will be an excellent team player, with strong communication skills, a nurturing approach and a commitment to delivering high-quality early years education within a caring, stimulating and inclusive environment.

The Nursery gives boys and girls the opportunity to start their Aldwickbury journey a year earlier than previously, helping them to develop confidence, curiosity and a love of learning from the very start of their education.

The early years are a time of extraordinary growth, discovery and development. We have created a nurturing, engaging and joyful environment where children feel safe to explore, follow their curiosity, develop independence and build strong foundations for a lifelong love of learning.

As part of the wider Aldwickbury community, our Nursery children benefit from specialist teaching, exceptional facilities and the personalised approach to education that is evident throughout the School.

We hope you will consider joining and becoming part of our warm, ambitious and dedicated nursery team.

Applications will be reviewed as they are received, and we reserve the right to close the recruitment process early should a suitable candidate be appointed.

Paul Symes
Headmaster



Introduction to Aldwickbury School

Aldwickbury is an award-winning independent day and flexi-boarding Pre-Prep and Prep School for boys and girls, located within 20 acres of grounds in Harpenden, Hertfordshire. Operated as an Educational Trust, the School is administered by a Board of Governors and is a member of the Independent Association of Prep Schools (IAPS). The School will be fully co-educational by 2031, with girls currently represented across all year groups up to Year 3.

At Aldwickbury, we inspire pupils to develop a love for learning, empowering them to try their best, embrace challenges, be themselves, and seize opportunities that come their way. Our approach focuses on nurturing the individual potential of each child, ensuring they feel supported in a safe and stimulating environment. We are a non-selective school with an emphasis on personal and academic growth. We are incredibly proud of the value we add to their education.

Aldwickbury is committed to offering a holistic education that enables pupils to achieve academic success, where creativity, collaboration, critical thinking, and communication are at the heart of the curriculum.

As a forward-thinking school, our leadership team and staff continuously strive to enhance our educational offer. The Future Thinking initiative has been instrumental in helping children prepare for an ever-changing world.

We foster a strong sense of community, encouraging pupils to grow as confident, independent learners who are excited to contribute to the world around them. Through our dedicated staff, we aim to provide an outstanding experience that prepares pupils for the next stage of their education at a wide range of excellent senior schools.

About the Aldwickbury Nursery

Aldwickbury Nursery opened in September 2026 and offers a warm, nurturing and inspiring environment for children aged 3–4. Located within a dedicated Early Years space, our Nursery features two purpose-built classrooms, thoughtfully designed to support learning, curiosity and wellbeing for young children.

Our Nursery children benefit from:

- Free-flow access between indoor and outdoor learning spaces
- Daily use of our extensive grounds and exceptional facilities, including the Swimming Pool, STEM Hub and Sports Hall
- A Forest School curriculum that sparks curiosity and a love of the natural world
- Healthy, nutritious meals and snacks
- A personalised approach that develops confidence, independence and key skills, supporting a smooth transition into Reception



The Role

Job Title: Early Years Practitioner

Reporting To: EYFS Lead / Head of Pre-Prep

Role Purpose

The Nursery is overseen by our Head of Pre-Prep and led by Aldwickbury's EYFS Lead. Supported by a team of dedicated Early Years practitioners, the successful candidate will play an important role in delivering outstanding care and education for our youngest children.

Working within the Early Years Foundation Stage (EYFS) framework, the post-holder will help to create a nurturing, stimulating and well-structured environment in which children can thrive. They will support each child's academic, social, emotional and physical development, fostering curiosity, confidence and a love of learning in line with the School's ethos and values.

With small group sizes, reflecting the personalised approach that runs throughout the School, and a strong focus on individual development, the role offers the opportunity to build meaningful relationships with children and support their learning and wellbeing from the earliest stages of their educational journey.

Nursery Curriculum

Our Nursery follows an enhanced Early Years Foundation Stage (EYFS), providing a play-based, child-led curriculum designed to support every child's development and ensure a seamless transition into Reception. Experienced Early Years practitioners deliver high-quality learning experiences, complemented by teaching across the wider curriculum.

Children benefit from daily lessons in Music, Drama, PE or Swimming, delivered by our specialist teachers and overseen by our Directors of Music, Drama and Sport. Alongside these enriching experiences, they enjoy a broad curriculum shaped by the seven key areas of learning, including phonics, early literacy and mathematics. Carefully planned opportunities for stretch and challenge help every child to develop confidence, deepen their understanding and fulfil their potential. Learning is supported through a balance of whole-class learning, adult-led activities and child-initiated play.

Our exceptional facilities and carefully planned learning environments encourage creativity, curiosity and independence. Forest School, Future Thinking and a rich creative curriculum inspire children to explore, imagine and develop the skills, resilience and confidence they need for the future.



Key Responsibilities

While every effort has been made to outline the key duties of this role, additional responsibilities may be assigned as needed and updated in line with the evolving needs of the school.

Teaching, Learning & Development

- Work collaboratively with the EYFS team to plan, deliver and evaluate engaging learning experiences in line with the School curriculum and the EYFS framework.
- Support children's learning through high-quality interactions, observation and assessment.
- Contribute to the monitoring, assessment and recording of children's progress, maintaining accurate learning records and reports.
- Foster curiosity, independence, and a love of learning from an early age.
- Develop children's communication skills, language acquisition and vocabulary across the curriculum.
- Promote learning through play and effective continuous provision, both indoors and outdoors.
- Adapt activities in response to children's needs, attainment and interests, under the direction of the teacher.
- Lead learning activities and support whole-class teaching when required.
- Support children with additional needs, following guidance from specialists and contributing to the implementation of Individual Education Plans (IEPs) and Education, Health and Care Plans (EHCPs).
- Undertake administrative tasks, including preparing resources, photocopying, typing and filing.

Pastoral Care and Wellbeing

- Safeguard and promote the welfare of all children at all times.
- Provide a warm, caring and secure environment in which children feel valued, included and supported.
- Promote positive behaviour, good manners and respect in line with the School's policies and values.
- Support children's personal care routines sensitively and appropriately, including toilet training and intimate care where required.
- Assist in the development and implementation of strategies that support children's emotional, social and behavioural development.
- Provide first aid and care for children who are unwell or injured, as required.
- Support supervision during playtime and lunchtime, and other non-teaching periods.

Learning Environment

- Create and maintain attractive, stimulating and well-organised indoor and outdoor learning environments.
- Prepare resources and activities that reflect high expectations and best practice in early years education.
- Ensure compliance with all safeguarding, health and safety, and School policies and procedures.

Partnership with Parents & Colleagues

- Develop positive, professional relationships with parents and carers, supporting effective communication between home and school.
- Work collaboratively with colleagues across the Pre-Prep and wider School to ensure continuity of care and learning throughout the day.
- Attend staff meetings, INSET days, School events and occasional weekend activities as required.

Professional Responsibilities

- Demonstrate flexibility, reliability and professionalism in all aspects of the role.
- Act as a positive role model for pupils and uphold the School's values, ethos and professional standards at all times.
- Engage actively in professional development and seek opportunities to enhance knowledge and practice.
- Contribute positively to the wider community of the School; embracing a flexible, forward-thinking approach to school life.

Person Specification

Essential

Qualifications and Experience

- Level 2 Early Years qualification (or above), with a willingness to undertake and successfully complete a Level 3 Early Years qualification, supported by the School
- Secure knowledge of the EYFS framework and child development (birth to five)
- Clear understanding of safeguarding and child protection requirements
- Literacy and numeracy skills sufficient to support children's learning and maintain accurate records

Desirable

- Level 3 Early Years qualification (or above) or an Early Years-related degree
- Paediatric First Aid and/or Food Hygiene qualification
- Knowledge and experience of supporting children with SEND and/or EAL
- Experience in a school-based or independent nursery setting

Skills and Abilities

- Ability to build positive relationships with children, parents and colleagues
- Ability to support the delivery of high-quality, play-based learning experiences
- Confidence in observing, assessing and contributing to children's progress and development
- Strong communication, organisational and record-keeping skills
- Ability to work collaboratively, whilst also using initiative when appropriate

Personal Qualities

- Warm, nurturing and professional approach
- Commitment to safeguarding and promoting the wellbeing of children
- Enthusiasm, reliability and a genuine passion for early years education
- Commitment to the School's ethos, values and high standards
- Positive, solution-focused mindset
- Creativity, energy and enjoyment of outdoor learning
- Willingness to participate in the wider life of the School, including occasional evening and weekend events

Safeguarding and Child Protection

Aldwickbury School is committed to the safeguarding and welfare of all pupils. We carefully assess the suitability of all employees to work with children, and all appointments are subject to enhanced DBS disclosure and other statutory checks.

All staff receive regular training to ensure they are alert to child protection and safeguarding issues. The highest standards of behaviour and professionalism are expected of everyone working within our community.



Terms of Appointment

- Hours of work:** Part-time, up to 22.5 hours per week. The role is ideally based on a morning working pattern of 8.30am to 1.00pm, Monday to Friday. However, we recognise the importance of flexibility and will consider alternative working patterns for the right candidate
- Contract:** Permanent, Term-Time Only
- Required From:** January 2027
- Salary:** The School offers a competitive salary, based on qualifications, skills and experience
- Benefits:** In addition to the benefits outlined below, the successful candidate will benefit from ongoing professional development, including support to achieve a Level 3 Early Years qualification where applicable, and the opportunity to work within a collaborative, supportive and close-knit school community



24/7 Employee Assistance Programme



Staff fee remission (subject to place availability)



Free access to facilities - swimming pool & sports hall



Competitive Pension Scheme



Cycle to Work Scheme



Eye tests & flu jabs



Free on-site parking

Interview and Application Process

The closing date for applications is 12th November 2026. Shortlisted candidates will be invited to interview following the closing date.

Early application is encouraged, as applications will be reviewed as they are received and we reserve the right to appoint at any stage of the recruitment process.

Thank you for your interest in joining Aldwickbury School. The information contained within this document is non-contractual and is intended to provide an overview of the role and the opportunities available.





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