

# Nexus Education Schools Trust

## Manor Oak Primary School



### Nursery Assistant (Maternity Cover) Recruitment Pack



# Job Advert

## Join Our Team as a Nursery Assistant at Manor Oak Primary School!

Are you passionate about working with young children and shaping their early learning experiences? **Manor Oak Primary School** is excited to welcome a Nursery Assistant to join our vibrant and busy nursery team, supporting the Nursery Lead in creating a nurturing and inspiring environment where little learners can thrive. In this dynamic role, you'll build positive relationships with children, encouraging cooperation, mutual support, and a love of learning. You'll play a key part in monitoring children's well-being, providing them with the help and support they need to grow in confidence and achieve their best.

**If you're enthusiastic, caring, and ready to make a meaningful difference in the lives of our youngest learners, we'd love to hear from you!**

<b>Salary</b>	Commensurate with experience S3 (£28,617 - £29,025 FTE) £15.25 - £15.46 p/hr
<b>Location</b>	Manor Oak Primary School Sweeps Lane Orpington BR5 3PE Tel: 01689 828099 <a href="http://www.manoroakprimaryschool.co.uk">www.manoroakprimaryschool.co.uk</a>
<b>Hours</b>	Part-time, 19.5 hours a week (Mon, Thur, Fri 8.30-15.30)), term time only, 38 weeks per year. Inset days to be paid in addition by way of claims Maternity cover – contract will terminate when the postholder returns.
<b>Reports to</b>	Nursery Lead
<b>Start Date</b>	01 September 2026
<b>Closing Date</b>	Midday on Wednesday 15 July 2026
<b>Interviews</b>	Monday 20 July 2026 <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

# Manor Oak Primary School

Welcome to **Manor Oak**, a school where children are at the heart of everything we do. We take immense pride in our talented pupils, our vibrant and diverse community, and the achievements we celebrate together. At **Manor Oak**, every child is valued, nurtured, and inspired to be the very best they can be.

We believe in developing the whole child - academically, socially, emotionally, and morally - ensuring they are well-prepared for the next stage of their education and beyond. Our inclusive and welcoming ethos creates an environment where every child feels safe, supported, and empowered to thrive.

**Manor Oak** is a place of rich experiences and high-quality learning. From the first steps in our 2-year-old room to their journey through nursery, reception, and all the way to Key Stages 1 and 2, our pupils grow in a culture of resilience, independence, and aspiration. We aim to unlock every child's potential, guiding them to discover their strengths, build confidence, and dream big.

Our holistic approach to education ensures that each child's academic growth is paired with emotional and social development. We foster kindness, curiosity, and a love for learning while celebrating individuality and diversity. Our school is more than just a place of learning - it's a community where every child matters, and every voice is heard.

**At Manor Oak, the journey is as important as the destination,  
and we are proud to guide our pupils toward a bright and limitless future.**

Visits to the strong are strongly encouraged. Please contact the school direct to arrange this. Tel: 01689 828099

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 20 vibrant primary schools across Bromley, Kent, Lewisham and Southwark. Over the past five years, we've invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

# Nexus Education Schools Trust

## We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork, and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust



# Nursery Assistant - Job Description

## Main Purpose of the Role:

Support the Nursery Lead in all aspects of delivering a high-quality, inclusive nursery provision. This includes assisting in planning and implementing engaging activities, ensuring the well-being and development of every child, and fostering a nurturing and inclusive environment where all children feel supported and valued.

## Resources:

- Use basic first aid equipment as required
- Be familiar with safe use of outdoor equipment

## Responsibilities:

- **Building Relationships:** Foster positive interactions with children, encouraging cooperation and mutual support. Monitor their well-being and offer assistance as needed.
- **Activity Implementation:** Design and assess activities to guarantee all children benefit from the Early Years Foundation Stage (EYFS).
- **Progress Tracking:** Collaborate with the Nursery Team, SENCOs, and external agencies to monitor and support children's development.
- **Role Modeling:** Serve as a positive example to promote effective relationships among staff, parents/carers, and children.
- **Behavior Management:** Encourage good behavior through praise and rewards, addressing poor behavior in line with school policy.
- **Safeguarding:** Attend mandatory Safeguarding Children training and adhere to the guidelines of Keeping Children Safe in Education. Report and document any safeguarding concerns to the Nursery Lead/DSL.
- **Incident Management:** Handle minor incidents and disputes, referring serious cases to the Nursery Lead/SLT. Maintain and monitor accident and incident records.
- **Inclusive Provision:** Work with the Nursery Lead to support children with additional needs, ensuring Individual Education Plans (IEPs) and other plans are in place.
- **Health and Safety:** Ensure the safety and well-being of all children.
- **Engaging Activities:** Take pride in providing enjoyable breakfast and activities for pupils.
- **Positive Relationships:** Build warm and supportive relationships with pupils, anticipating their needs and offering suggestions to support them.
- **Effective Communication:** Speak clearly and listen attentively to children, using questions to check understanding and remaining tactful.
- **First Aid:** Administer first aid as needed, following health and safety guidelines. Participate in relevant training, such as basic first aid.
- **Diversity and Inclusion:** Support diversity and ensure equal opportunities for all. Build effective working relationships by being open and honest.
- **Teamwork:** Acknowledge the importance of teamwork, helping new starters settle into the school.
- **Professional Conduct:** Communicate clearly with colleagues, listen carefully, and challenge any discriminatory behaviour.
- **Policy Compliance:** Adhere to policies and procedures related to child protection, health, safety, and confidentiality, reporting all concerns appropriately.
- **Contributing to Ethos:** Support the overall ethos, work, and aims of the nursery and school.
- **Professional Support:** Appreciate and support the roles of other professionals.
- **Meeting Participation:** Attend and participate in relevant meetings as required.
- **Continuous Learning:** Engage in training, learning activities, and performance development as needed.
- **Additional Duties:** Undertake any other duties necessary to ensure the efficient and effective running of the department/section.

# Nursery Assistant - Job Description

## Health and Safety:

- Be mindful of your responsibility for your own health, safety, and welfare, as well as that of others who may be affected by your actions or inactions.
- Collaborate with the employer on all matters related to health, safety, and welfare.

## Continuing Professional Development:

- Participate in the Performance Management Scheme.
- Undertake any necessary professional development as identified.

## Additional Points:

- While every effort has been made to outline the main duties and responsibilities of the post, not every individual task may be specified.
- All staff must comply with academy and Trust policies.
- Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not detailed in this job description.
- The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification should circumstances change. Any changes will be discussed with you initially. If a disagreement arises, you will have the opportunity to resolve the matter with your line manager, and you may be accompanied by a Trade Union representative if you wish.

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

## Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

## Equalities

Ensure the school's equal opportunities policies are implemented and that statutory responsibilities regarding individuals and service delivery are met.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. We ensure your information is kept safe and used in a reasonable and ethical manner. As the data controller, NEST manages how your personal information is processed and for what purposes. All staff must maintain confidentiality regarding pupils, staff, and parent information. For more details, please refer to our Data Protection Policy at [www.nestschools.org](http://www.nestschools.org)

This job description may be amended at any time after discussion with you.

# Nursery Assistant - Person Specification

## Essential Knowledge and Experience:

- **Interpersonal Skills:** Relate well to both children and adults.
- **Tact and Sensitivity:** Handle interactions with care and understanding.
- **First Aid Procedures:** Understand the school's protocols for first aid and medical emergencies.
- **Team Collaboration:** Work constructively as part of a team, understanding roles and responsibilities.
- **Childcare Experience:** Experience working with children in a nursery or childcare setting.

## Desirable Knowledge and Experience:

- **Early Years Implementation:** Effectively implement the Early Years Foundation Stage (EYFS) for children aged 2-5 years.
- **Equality and Inclusion:** Understand equality of opportunity, including disability and special educational needs, and work with diverse communities.
- **Progress Tracking:** Track children's progress and plan activities to promote development.
- **Safeguarding:** Knowledge of child protection and safeguarding procedures.
- **Childcare Strategies:** Familiar with local and national childcare strategies.
- **Multi-disciplinary Teamwork:** Experience working within a multi-disciplinary team.

## Qualifications:

- Undertake relevant training, such as basic first aid.
- Recognised Early Years and Childcare qualification – L2 or preferably L3.
- Demonstrable post qualifying experience

## Personal Qualities:

- Possess good organisational and timekeeping skills.
- Use initiative and make decisions in collaboration with your line manager.
- Be motivated to develop your own practice.
- Be perceptive and sensitive to the needs of others.
- Have a good sense of humour.
- Show resilience.



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## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
- whether the conviction of other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

### **Probation**

All new colleagues will be subject to the NEST probation procedure for four months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

[www.nestschools.org](http://www.nestschools.org)

# Our Trust



Alexandra  
Infant  
School



CHILDERIC  
PRIMARY SCHOOL



HIGHFIELD

Infants' and Junior Schools



John Keats  
Primary School



PERRY HALL  
PRIMARY SCHOOL



[www.nestschools.org](http://www.nestschools.org)