



ABBNEY PRIMARY SCHOOL

2-YEAR-OLD
NURSERY



Senior Nursery
Practitioner
Application Pack



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Letter from the Head

Dear Candidate,

We would like to offer you a warm welcome to Abbey Primary School and thank you for your interest in our exciting new Early Twos Nursery provision, opening in September 2026. This development is a key part of our Vision 2030, as we continue to strengthen early years provision and give every child the very best start to their learning journey. We are seeking to appoint an enthusiastic, nurturing and skilled early years practitioner to help shape this important and strategic next step for our school.

We are proud of our school and, following our successful Ofsted inspection in January 2023, we continue to strive for excellence in all areas. Our Vision 2030 places children, community and wellbeing at its heart, with a strong emphasis on high-quality teaching and learning from the earliest years. At Abbey, we nurture a love of learning by opening windows of opportunity and creating memorable moments that support our youngest children to feel safe, confident and curious.

Learning at Abbey is built on meaningful relationships. Through our Vision 2030, we are committed to developing inclusive, caring and aspirational provision that enables children to become valued members of our community. We respect and support one another, valuing the diversity of our community and seeking to care for and include everyone. Our children are safe, listened to and empowered to embrace challenges as confident learners.

We believe Abbey Primary School offers a unique combination of features that makes it a wonderful place to work. We have high aspirations for all children and are commended for the excellent behaviour and positive attitudes across the school. At the heart of Abbey are the children, who learn in a safe, creative and purposeful way within a well-resourced and carefully planned environment that supports development and growth as individuals.

We are proud to be part of the Willow Learning Trust, working closely with Aragon Primary School and Glenthorne High School to strengthen collaboration, professional development and opportunity. Our Vision 2030 is strengthened through this partnership, ensuring sustainability, shared expertise and ambitious outcomes for our community. We warmly invite you to visit our school and see how bright the future is for Abbey.

Abbey is a place where we work together as part of an inclusive, supportive and harmonious school. We offer:

- Happy, well-behaved and curious children who are enthusiastic learners
- A friendly, supportive and dedicated staff team
- A strong commitment to care, wellbeing and professional development
- A stimulating, organised and well-resourced early years environment
- Opportunities to grow as part of the Willow Learning Trust and our Vision 2030 journey

We very much look forward to receiving applications from candidates whose personal qualities, values and experiences reflect our own and who share our commitment to delivering the ambitions of Vision 2030 and giving every child the very best start in life.

Yours sincerely,

Andrea Stirling-Williams
Headteacher
Abbey Primary School



Job Description

Post Title: Senior Nursery Practitioner

Salary Grade: 6/SO1 (Spine 18 - 25)

Hours: 8.00am – 3.15pm
The nursery is open 49 weeks per year;
Additional holiday should be taken in the school holidays.

Responsible to: EYFS Phase Lead

Purpose of the job

- To manage the day-to-day activities of the nursery, ensuring compliance with all relevant regulations and guidelines.
- To ensure nursery team provide a high standard of care and education in a stimulating, secure and friendly environment for nursery pupils both indoors and outdoors at all times.
- To ensure the nursery provision operates within the EYFS principles, curriculum and welfare requirements.

Key responsibilities

1. To work under the instruction and guidance of EYFS Phase Lead to ensure the development, well-being and safety of all pupils.
2. To work with the EYFS Phase Lead to plan appropriate play-based EYFS curriculum that enables pupils to make progress.
3. To work with the EYFS Phase Lead on innovative practice and curriculum development.
4. To work with EYFS Phase Lead in building nursery reputation in local area and growing pupil numbers.
5. To work with EYFS Phase Lead & Headteacher to ensure that income and expenditure is kept within the allocated budget.
6. To work with EYFS Phase Lead & Headteacher to purchase and maintain nursery equipment and resources within the allocated budget.
7. To liaise with other nurseries during transition to ensure a smooth process, as necessary.
8. To work with EYFS Phase Lead to regularly review policies and procedures to ensure compliance with legislation and regulations.
9. To ensure Nursery meets Ofsted requirements at all times.
10. To ensure child to adult ratio's are maintained at all times.
11. To ensure staff understand and work to nursery policies and procedures, including safeguarding, accidents, first aid, Health and Safety and data protection.
12. To ensure a purposeful, orderly and supportive environment for learning.
13. To ensure nursery staff are managed, supervised, developed and supported.
14. To oversee apprentices/ trainees as necessary.
15. To line manage Nursery staff including appraisals and identification of training needs.
16. To ensure and monitor accurate observations, assessments, and other records are maintained and are accessible to parents.
17. To liaise closely with parents/carers, informing of their child's progress and encouraging parental involvement.
18. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.



Job Description

Pupil Support

1. To take responsibility for a key group of pupils' working in close partnership with parents, carers and families.
2. To engage in play and interactions with individual or groups of pupils as appropriate
3. To ensure the inclusion and acceptance of all pupils.
4. To ensure pupil interaction with others and engage in activities, seeking strategies to resolve issues.
5. To encourage and promote pupil self-esteem and independence.

Wrap-around-care

1. To ensure the beginning and end of the day are fully staffed.
2. To ensure staff provide the same level of care and provision as during the day.
3. To ensure all staff are trained and supported in their role.

Other tasks

1. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
2. Provide First Aid assistance as required, record, monitor incidents accurately.
3. To ensure individual pupil medical requirements are followed as instructed.
4. Maintain a flexible approach to work in the nursery in response to the needs of children, families and staff.

Support for the School

1. To work with the EYFS Phase Lead & Headteacher to ensure that income and expenditure is kept within the allocated budget.
2. To keep up to date with legislation, guidelines and policies and ensure the nursery is compliant.
3. To work collaboratively within the immediate team and the wider school community.
4. To be fully committed to; the safeguarding and promotion of welfare for all young people.
5. To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality, and data protection. Reporting all concerns to the appropriate person.
6. To undertake any other duties as may be required from time to time by the Headteacher.
7. To undertake any other duties as may be required from time to time by the Senior Leadership Team.



Person Specification

	Essential	Desirable
Training & Qualifications		
Hold a full and relevant Early Year level 4		✓
Hold a full and relevant Early Years level 6		✓
Educated to GCSE level (or equivalent) with 5 GCSEs graded A*-C including English and Maths.	✓	
Paediatric First Aid or willingness to train	✓	
Food Hygiene certificate or willingness to train	✓	
Up to date Safeguarding training	✓	
DSL training		✓
Knowledge & Skills		
Demonstrates excellent knowledge of current Early Years strategies and practices and OFSTED statutory guidance.	✓	
Minimum of 2 years' experience in a nursery setting.	✓	
Experience working as a senior practitioner/room lead.		✓
Ability to keep clear and appropriate records of pupil progress.	✓	
Ability to write reports.	✓	
Ability to prioritise work and manage time effectively	✓	
Knowledge and proven practical experience of implementing good quality learning opportunities.	✓	
Working experience of SEND including ASD/ADHD		✓
Excellent communication skills and able to adjust to audience as required.	✓	
Good literacy (both verbal and written).	✓	
High level of IT skills including Sharepoint, and Microsoft applications.	✓	
Ability to use IT as a teaching tool where appropriate.	✓	
Must have a sound knowledge of the National Curriculum for all the subjects for both Key Stages	✓	
A sound knowledge and understanding of the Foundation Stage Curriculum	✓	
A sound knowledge of phonics teaching	✓	
An understanding of curriculum and pedagogical issues relating to learning and teaching.	✓	



Person Specification

	Essential	Desirable
Professional attitude and manner.	✓	
Calm, caring and positive demeanour.	✓	
Reliable, enthusiastic and flexible approach to work.	✓	
Able to work collaboratively and as part of a team.	✓	
Evidence of being proactive and able to identify and resolve	✓	
Presentation of an appropriate professional image in order to adhere to the school's Dress Code for staff.	✓	
Understanding of safeguarding responsibilities and the need to work within the school's Safeguarding and Child Protection Policy.	✓	
Understanding of confidentiality when working with pupils.	✓	
Commitment to equal opportunities.	✓	
Willingness to participate in, and show commitment to, own continuing professional Development.	✓	

The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.



Guidance To Applicants

Please read these carefully before making your application.

The Application Form

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

Personal Details

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

Career History

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

Education, Qualifications, Training

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

Statement of Suitability

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.



Guidance To Applicants

Referees

If you are offered the job, the offer will be made subject to receipt of satisfactory references, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you. We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances, you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

Relationships

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

Interviews

Willow Learning Trust has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview. At the interview, you will be asked questions related to your Personal Statement as well as issues relating to safeguarding and promoting the welfare of children. Any issues of concern arising from a reference will also be explored during the interview process.

Complaints

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

For more details, please visit Willow Learning Trust Website:

<https://thewillowlearningtrust-sutton.frogos.net/app/os#!welcome/home>



Dates For Your Diary

The deadline for applications is: Thursday 28th May

Interviews: Week commencing : 8th June

TOGETHER WE LEARN ● TOGETHER, WE GROW ● TOGETHER, WE SUCCEED

