



RECRUITMENT PACK

Nursery Nurse

Grade 5

Monday to Friday 8.40 am to 3 pm

31 hours 40 mins per week – term time only

12-month FTC

Start Date: As soon as possible



Introduction from the Headteacher

Finstock Church of England Primary School sits at the heart of the village and plays an important role in the local community. We have good links with our local church and we endeavour to help all our children develop their understanding of the Christian faith.

We have high expectations and work hard each day to live out our Christian Vision to provide all children with the highest level of academic curriculum and pastoral care, with opportunities for spiritual growth and intellectual enquiry. We pride ourselves on our happy, friendly and caring atmosphere.

At Finstock each child grows knowing that they belong to our school family and that our school family belongs to them. This knowledge fosters a pride in their school and its achievements, and an understanding that each individual is a very important part of the whole.

We are extremely fortunate to be part of our wider family of The MILL Academy Trust; Motivate, Inspire, Learn and Lead are values that underpin our behaviours. We are afforded so many opportunities by being part of a larger family and are so incredibly grateful for the benefits we receive.



Our approach

This is a hugely exciting time for our family of schools as we are presented with a rare opportunity to make a real difference to the lives and life chances of so many children and young people. Our vision is to enable individual schools to flourish whilst remaining integral to the communities they serve.

Here we think deeply about how we can have the biggest impact on pupils. In a world where the algorithms of life give us more of the same, we believe education has the role to give children something different. We continually ask ourselves the following five questions:

- Are we securing equity?
- Is our leadership driving school improvement?
- Is our curriculum irresistible?
- Are we research informed?
- Are we deploying resources effectively?

All schools in our Trust have a culture of compassion underpinned by high expectations and understanding. We have three rules: ready, respectful and safe. We are a truly inclusive organization and passionately believe that every child has a right to mainstream education.

Finstock Church of England Primary School is a small school with a huge heart. We have a culture of compassion and high expectations. We are extremely proud of our commitment to providing the highest quality learning opportunities for our pupils. We are a hard-working and dedicated team with a strong moral purpose.

Our curriculum principles

Our curriculum is coherently planned and sequenced towards cumulatively sufficient knowledge and skills for future learning. We are truly inclusive; children are grouped in fluid and flexible progress groups to ensure no child is left behind. We believe that all children are entitled to the arts and the outdoors. Oracy wraps around our knowledge - rich curriculum; we explicitly teach the physical, linguistic, cognitive, social and emotional strands throughout our curriculum. We believe that children deserve an education rich in wonder and memorable experience. Where creativity and curiosity flourish, alongside the purposeful acquisition of knowledge and skills. We believe this helps children become well rounded, happy individuals, ready to succeed in an ever-changing world.

Professional development



We provide excellent professional development through a strategic programme.

Finstock Church of England Primary School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be conditional on receipt of enhanced DBS clearance, satisfactory references and other relevant pre-employment checks.

All staff at Finstock Church of England Primary School have a responsibility to co-operate with and follow all Health and Safety requirements in accordance with the school Health and Safety Policy.

If you are interested in working in a small school in a forward-thinking Trust, then Finstock Church of England Primary School could well be the place for you.

Leanne Dixon
Headteacher

The opportunity

Position: Nursery Nurse

Working Hours:

Required:

We would like to appoint a nursery nurse who is motivated, committed and reliable. Monday to Friday 8.40 am to 3.00pm, with a 30-minute unpaid break, term time only

We are an exciting place to learn and work and our professional development is second to none, so the successful candidate can be assured of receiving outstanding support in order to further develop their career.



Selection Criteria

Essential

- Experience of working with children or young people
- Experience of planning activities to engage pupils and support development
- First aid training (or willingness to complete it)
- Certificate in Food Hygiene (or willingness to complete it)

Desirable

- Level 3 early years/childcare qualification

Job Description: Breakfast and After School Club Leader

Role Purpose:

To work under the instruction / guidance of the teacher or senior staff to deliver support to individual or groups of children to enable them to access learning and maximise their chances academically, socially, and morally.



Main responsibilities:

Support for Pupils

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with pupils and interact with them according to individual needs;
- Promote the inclusion and acceptance of all pupils;
- Encourage pupils to interact with others and engage in learning led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher;
- Promote high standards of behaviour and attitude and develop independence.
- To support children with intimate care.
- To supervise children with eating during snack and lunchtime.
- To be a key worker;
- To observe and assess learning
- To complete short written contributions to the record of their progress
- To welcome and settle the child at the beginning of sessions.
- To be responsible for home school liaison
- To pass on knowledge and concerns about the child to the class teacher.

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses;
- Contribute to the planning, preparation and delivery of provision and interventions.
- Contribute to observations and records of children's development.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, ~~KS2~~ KS1, early years recording achievement and progress and feeding back to the teacher;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;



- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To be responsibly, by agreement, for activities indoor and outdoor learning environments and to plan, prepare and display appropriate materials (this may include plants and animals).
- To contribute to the development of the EYFS and KS1 curriculum with specific areas designated.
- Deliver small group phonics lessons (RWI)

Support for the School and the Trust

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Carry out the supervision of pupils out of lesson times, including before and after school, breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

Additional Responsibilities:

- To hold an Early Years Paediatric First Aid qualification.
- To administer medication, when necessary, in accordance with school policy.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
- To undertake training and constructively take part in meetings, supervision, seminars, and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.
- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other



staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.

- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.



For all staff - You have specific responsibilities under Health & Safety / Child Protection legislation to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Cooperate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.
- Report any safeguarding children / child protection concerns to a senior member of staff.
- Attend safeguarding training as requested.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.



Working with Children and Safeguarding

The MILL Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates are required to have enhanced DBS clearance and will need to undertake the DBS check with our organisation. Other relevant pre-employment checks will



also be carried out including references from present and previous employers, a confidential health check and internet/social media checks.

What we can offer you:

- A hard working and committed team of colleagues
- Competitive salary with upper pay scales above the usual national levels
- Regular programmes of professional development to Teacher Development Trust Gold Standard
- Support for and commitment to your future training and development needs
- On-site free car parking
- Cycle to work salary sacrifice scheme
- Annual free flu vaccination
- 24/7 employee assistance wellbeing scheme

The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download and complete the support staff application form from our website. Applications should be returned to jobs@millacademy.co.uk

Visits to the school prior to interview are also encouraged and warmly welcomed and can be arranged with the HR Team or the School Office. If you have any queries about this role, please do not hesitate to contact the HR Team on 01993 848166 or email jobs@millacademy.co.uk.

The closing date for applications is **28th August 2025**. Shortlisting will take place during that week and candidates will only be notified if they are successful in being called for interview. Applications may be considered as soon as they are received, and the Trust reserves the right to withdraw the vacancy at an earlier date if a suitable applicant is found.

If you decide you want to be part of our team, we look forward to hearing from you and to receiving your completed application form.