



**ABBHEY PRIMARY SCHOOL**

**2-YEAR-OLD  
NURSERY**



**Nursery  
Practitioner  
Application Pack**

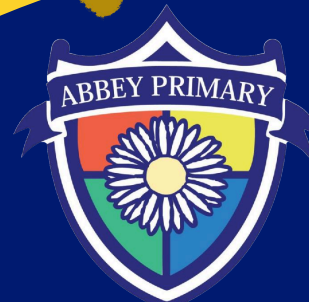


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# Letter from the Head

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:** Nursery Practitioner (Level 3)

**Salary Grade:** Grade 3 / 4

**Hours:** To be agreed at interview

**Responsible to:** Senior Nursery Practitioner

## Key responsibilities

- To work under the instruction and guidance of Senior Nursery Practitioner & EYFS Phase Lead to support the development and well-being of all pupils.
- To work as a part of a team to provide a high standard of care and education in a stimulating, secure and friendly environment for nursery pupils.
- To be familiar with and work within the EYFS principles, curriculum and welfare requirements.

## Support for pupils

- To take responsibility for a key group of pupils' working in close partnership with parents, carers and families.
- To maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- To engage in play and interactions with individual or groups of pupils as appropriate
- To ensure accurate observations, assessments, and other records are maintained and are accessible to parents.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupil interaction with others and engagement in activities.
- To encourage and promote pupil self-esteem and independence.

## Support for teacher

- To assist Nursery Teacher and Senior Practitioner in all aspects of planning and assessment.
- To assist Nursery Teacher and Senior Practitioner in providing a high level of learning experiences, and resources.
- To ensure appropriate level of resources and resources cleanliness is maintained.
- Assist with the planning of learning activities through observation and assessment of pupils.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
- 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.

## Wrap-around-care

- Plan and deliver age-appropriate activities and experiences to support pupils' development.
- Brief other extended provision staff so they're aware of how the activities will run.
- Ensure there is a wide variety of activities for children within a stimulating and engaging environment.
- Supervise pupils during activities and help to resolve issues between pupils.
- Monitor pupils that aren't engaging in play and feedback any concerns to Senior Nursery Practitioner.
- Manage stock of resources necessary to carry out planned activities.
- Be proactive in creating engaging play opportunities some of which allow for pupils interests to be explored.
- Plan, order and prepare a nutritious menu for breakfast and after-school clubs which reflects the diversity of the school.
- Be proactive in offering a range of choices throughout the week.
- Be proactive in using breakfast/tea to celebrate different events in the school/global calendar
- Encourage all children to eat healthily and sufficient.
- Make sure all food is prepared in line with health and safety standards, that the dietary and allergy requirements of pupils are met.



# Job Description

## Other tasks

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- To co-ordinate and offer support with setting up and putting away all equipment safely.
- To assist in keeping resources and the environment safe and clean for pupils use.
- Provide First Aid assistance as required, record, monitor incidents accurately.
- To ensure individual pupil medical requirements are followed as instructed.
- To ensure all First Aid boxes are complete.
- Provide clerical/admin support e.g., photocopying, filing, display work etc.
- Maintain a flexible approach to work in the nursery in response to the needs of children, families and staff.

## Support for the School

- To work collaboratively within immediate team and the wider school community.
- To be fully committed to the safeguarding and promotion of welfare for all young people.
- 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.
- To undertake any other duties as may be required from time to time by the Headteacher.
- To undertake any other duties as may be required from time to time by the Senior Leadership Team.



# Person Specification

	Essential	Desirable
<b>Training &amp; Qualifications</b>		
Hold a full and relevant Early Year level 4	✓	
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		✓
<b>Knowledge &amp; Skills</b>		
Demonstrates an up-to-date knowledge of current Early Years strategies and practices.	✓	
Minimum of 1 years' experience in a nursery setting.	✓	
Ability to keep clear and appropriate records of pupil progress.	✓	
Ability to prioritise work and manage time effectively	✓	
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.	✓	
<b>Personal Attributes</b>		
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.	✓	



# Person Specification

	Essential	Desirable
Evidence of being proactive and able to identify and resolve problems.	✓	
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.	✓	
Appreciation of the issues 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 : 8<sup>th</sup> June

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

