



NEWCASTLE  
UNDER  
LYME  
SCHOOL

## Early Years Practitioner

Salary: £23,192 per annum FTE

Contract Type: Full-time, Part-time, Term-time, Permanent

### The opportunity

As one of the leading Independent Schools in the country, we pride ourselves on offering a supportive and caring environment for pupils. We are currently looking for an Early Years Practitioner to join our expanding Nursery team to help us fulfil our goals to provide outstanding Foundation Stage care and education.

To be successful, you will need to be qualified to an appropriate and recognised level 3 in Early Years and Childcare (this does not include Health and Social Care) and ideally with some experience of working with 2-4 year olds, and be looking for an opportunity to get fully involved with the life of this busy school.

All year contract (50 weeks)

Annual leave: 20 days with an additional 5 days that must be taken over the Christmas period, plus public holidays

Hours: 40 hrs per week between 07.30 and 18.00 hours (job-sharing may be considered)

Salary: FTE £23,192 annual salary which equates to 11.15 per hour



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#### Benefits of working at NULS:

- Competitive salaries
- 25 days holiday
- Complimentary lunch
- Access to extensive professional development opportunities
- Training grants for professional qualifications
- Pension Scheme
- Discounted nursery/school fees for staff
- On-site parking

Applications to be sent to: [jhargreaves@nuls.org.uk](mailto:jhargreaves@nuls.org.uk). Application forms and details are available on the school website at <https://www.nuls.org.uk/vacancies>

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Registered charity no. 1124463.*



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# Newcastle-under-Lyme School

## Early Years Practitioner

### Key Responsibilities:

NULS has a team of Early Years Practitioners within its Little NULS Nursery. Together, this team are part of the Foundation Stage along with Reception which provides a high standard of care and education to children aged 2-5 years.

The Early Years Practitioner will:

- Operate a programme of activities suitable to the age range and stage of development of children in conjunction with other staff.
- Keep the health and safety of children and staff paramount at all times.
- Remain calm and professional at all times.
- Keep an informative record of achievement on your key children for parents.
- Work with all parents to give full support for their child to settle into the nursery.
- Support all staff and engage in positive team interaction.
- Liaise with and support parents and other family members.
- Maintain positive and respectful communication with colleagues and parents.
- Be involved in out of working hours activities, e.g. training, staff meetings, etc.
- Be flexible within working practices of nursery. Be prepared to help where needed, including undertaking certain domestic jobs within the Nursery, e.g. preparation of snack meals, cleaning of equipment, etc.
- Be proactive in any future developments in the Nursery.
- Work alongside the manager and staff team to ensure that the philosophy behind the setting is fulfilled.
- Record accidents in the accident book. Ensure the manager has initialled the report before the parent receives it.
- Look upon the Nursery as a "whole" where your help can be most utilised and be constantly aware of the needs of children.
- Ensure the children are collected by someone known to the nursery fully enforcing the password system.
- Respect the confidentiality of information received.
- Record any relevant information appropriately for staff information.
- Develop your role within the team especially with regard as a key worker.
- Ensure that mealtimes are a time of pleasant social interacting.
- Provide personal/intimate care to, or support children as required and generally see to their needs.



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- Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures, religious backgrounds and stages of development in accordance with Equal Opportunities and SEN policies.
- Be aware of the role of the Nursery and staff within the school.
- Represent the school positively at all times, internally and externally.
- Be a positive role model to colleagues and children.
- Work positively with students.
- Liaise with the manager or Senior Nursery Nurse on day to day events.
- Ensure the Nursery operates in accordance to all policies and procedures.



## Person Specification

### Criteria/Quality/Experience

### Essential and Preferred

Minimum level 3 in an appropriate Early Years Qualifications (this does not include Health and Social Care)	Essential
Food Hygiene level 1	Preferred
Paediatric First Aid certificate	Preferred
Experience working with children 2-4 years	Preferred
Competent user of basic IT skills	Essential
Good writing skills and oral communication skills to enable successful and high quality communication with parents and carers etc.	Essential
A genuine affection and aptitude for working with children	Essential
Ability to work as part of a team	Essential