



## Early Years Nursery Practitioner

### About Our School

Set in beautiful extensive grounds in the village of Hawkhurst in Kent, Marlborough House is a country Prep School for 2 ½ to 13 year old boys and girls with a distinctly family feel; small enough for everyone to be known and cared for whilst still being bold and ambitious for the future. We believe strongly in allowing the children to develop values and character alongside an exciting Academic, Creative and Sporting Curriculum.

Our pupils move onto senior schools at either 11 or 13 – there is a proud track record of success to Cranbrook at 11 as well as a range of independent senior schools at 13.

We know our staff are our greatest resource and we are committed to employing inspirational people who have passion, drive and vision with the overall aim of giving each child at Marlborough house confidence, determination and a willingness to try new things.

Our website [www.marlboroughhouseschool.co.uk](http://www.marlboroughhouseschool.co.uk) will give you a flavour of life at Marlborough House as well as some useful information.

**All staff at Marlborough House are responsible for promoting and safeguarding the welfare of pupils for whom they are responsible or with whom they come into contact and are expected to adhere to and ensure compliance with the school's Safeguarding policy at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risk to the safety or welfare of children in the school, they must report concerns to the Designated Safeguarding Lead.**

### About the role

We are seeking a qualified (minimum Level 2 or equivalent) and enthusiastic Early Years' Practitioner to join our happy and successful Nursery team on a permanent basis.

The Nursery at Marlborough House is where our youngest children (from 2.5 years) start their school journey. Harnessing their natural curiosity, imagination and energy we create an environment that allows our children to flourish and learn whilst feeling happy and secure. Situated in a bright and welcoming building our Nursery has its own beautiful, sunny walled garden allowing for plenty of fun and fresh air.

The successful candidate will work as a member of the Early Years team under the daily supervision of the Head of Nursery, and the overall direction of the Head of Pre-Prep, in promoting the education, care, health and general welfare of the children in the Nursery.

Cheerfulness, enthusiasm and energy are vital qualities for this post, as are patience and adaptability. The ability to work well with children and to be able to form good relationships with colleagues and parents alike is essential.

Starting in September 2022, this term-time only role has the flexibility to be either a part-time or full-time position.

**Please refer to the full job description person and specification below.**

**Pre-employment checks:** Marlborough House 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 Disclosure and Barring Service.

### Outline Terms and Conditions

**Period of employment:** Permanent position starting in September 2022.

**Working hours:** Can be either a part-time or full-time position, term time only. Hours to be discussed at interview. Additional attendance will also be required from time to time for events such as INSET, training days, Open Days, Prize-giving and School events.

**Salary:** Salary will be according to the Marlborough House pay scale. The School will comply with its legal obligations in relation to the provision of access to a pension scheme. Lunch is provided during term time.

### How to apply

Please complete both required application forms which can be downloaded from the School website [www.marlboroughhouseschool.co.uk/](http://www.marlboroughhouseschool.co.uk/) and return, electronically (in MS Word format please) to [recruitment@marlboroughhouseschool.co.uk](mailto:recruitment@marlboroughhouseschool.co.uk) or by post to the school in an envelope marked RECRUITMENT.

Please note that only applications which are on school application forms can be accepted and that applications received after the closing date will not be considered for shortlisting.

**Closing date for applications: 9am Wednesday 29<sup>th</sup> June 2022**

**It is expected that interviews will take place on Friday 1st July 2022, however, interviews for shortlisted candidates may take place prior to the closing date therefore early applications are encouraged.**

**Required start date: September 2022**

### Early Years Practitioner Job Description

The Early Years' Practitioner plays a vital pastoral and academic role in the school caring for children who are receiving their education at Marlborough House. This role is an essential part of the team and their contribution to the ethos of the school is valued and respected. The practitioner will need to work closely with the Head of Nursery in performing this role and will be given every encouragement and assistance to fulfil the various duties and responsibilities.

**Responsible to the Head of Pre-Prep, and working under the direction of the Head of Nursery, the main areas of responsibility are:**

- To understand and deliver the EYFS curriculum under the guidance of the Head of Nursery and to support the learning and participation of pupils in all curriculum areas.
- To carry out regular observations and record these as instructed.
- To continually liaise with the Head of Nursery and other EYFS practitioners.
- To act as a role model to the children in the Nursery and encourage high standards of behaviour with particular attention paid to our School values.
- To assist in ensuring the setting is stimulating through relevant displays and resources and maintain an attractive working environment.
- To ensure that furniture and play equipment is kept in a good state of repair and to support with general housekeeping issues.
- To encourage the children to develop a sense of responsibility especially when supervising play and to liaise with other staff as necessary as regards any specific problems which pupils are experiencing when in your care.
- To carry out break duties and lunchtime supervision daily and to attend staff meetings and INSET when required.

- To follow the Safeguarding procedures for all children and to ensure their safety and welfare.
- Attend appropriate training sessions.
- Attend regular staff meetings and the whole staff meetings at the beginning of each term.
- Be conversant with all relevant school policies and procedures and accept shared responsibility with all Marlborough House staff for Safeguarding, Health and Safety, and Data Protection.
- Perform any other duties as commensurate with the post that the Head of Pre-Prep or Head of Nursery may reasonably ask them to perform from time to time.

### Early Years Practitioner Person Specification

The successful candidate will ideally possess the following key attributes and experience:

#### Personal Skills

- Discreet and sensitive to the needs of children and parents
- Keen to support children to achieve their potential
- Cheerful and enthusiastic
- Capable, organised and flexible in approach
- Self-motivated and able to take on additional responsibility as required
- Supportive to the values and aims of the school and department

#### Professional skills

- Aptitude in English and Maths
- Creative
- ICT literate
- Knowledge of the new EYFS framework
- Willing to learn and develop
- Show discretion and sensitivity to the needs of children
- Able to use tablet / iPad

#### Experience

- Working within an EYFS setting and supporting children's learning
- Experience of EYFS curriculum
- Familiar with tracking pupil progress
- Working with SEND children

#### Qualifications

- Level 2 or equivalent
- First aid qualification

#### Other

- Shares the school's commitment to providing a safe learning environment where safeguarding children's welfare comes first
- Committed to following statutory guidance in 'Keeping Children Safe in Education'
- Willing to become involved in the life of the School as a whole