



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Nursery Assistant
Recruitment Pack
Minchinhampton CofE Primary Academy





Dear Applicant,

Thank you for your interest in the post of Nursery Assistant.

Minchinhampton CofE Primary Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website - www.minchacademy.net - and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is **20th May at 12pm (noon)**. Interview dates are to be confirmed.

To submit your application please email the completed form to recruitment@dgat.org.uk before the closing date.

Yours faithfully

Nick Moss
Headteacher



The Diocese of Gloucester Academies Trust seek to appoint a

Nursery Assistant

Minchinhampton CofE Primary Academy is seeking a skilled, conscientious Nursery Assistant to work in our Nursery. In return, the successful candidate will find themselves among supportive and welcoming staff, parents and governors in a modern, purpose-built and popular school with strong links to the church and community.

The early years nursery assistant will provide high quality education and care of the children in the School Nursery. They will nurture good working relationships with children, parents/carers in the role of Key Person.

The successful applicant will:

- Work within the School Nursery as a member of the Nursery team to ensure that a balanced programme of interacted education and childcare provision is delivered which meets each individual child's needs.
- Support and develop parent partnerships to ensure good collaborative working between home and nursery.
- Ensure that as a Nursery team member, the setting meets all legal requirements as set out in the EYFS statutory framework.
- Undertake the role of Key Person to a number of children, completing all associated paperwork as required.

This role is for a fixed term commencing as soon as possible and continuing so long as funding is available to the employer to support the post advertised.

The post is offered as a salary of Grade 3 Point 5 on a fixed-term basis until 31st August 2027. The role will begin as soon as possible.

This is a part-time post for 12 hours per week, working 6 hours each day on a Wednesday and Thursday.



Further details and an application form can be downloaded from the vacancy area of our website www.dgat.org.uk/vacancies.

We would be delighted to welcome you for a look around our school. Please contact the school office on admin@minch.dgat.org.uk to make an appointment.

If you would like an informal conversation about the role, please contact the school on 01453 883273.

The closing date for applications is **20th May at 12pm (noon)**.

Other information that might help you decide if this is the role for you

Usual working days and times:	Wednesday and Thursday (6 hours p/d)
Work environment	Nursery, playground, school site
Dress code:	Smart/casual
Employee benefits:	<p>Free and confidential employee assistance programme available 24/7</p> <p>High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events</p> <p>A range of clear and supportive policies.</p>



Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve

School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business



- Premises and Insurance
- Compliance and GDPR
- Governance

Job Description

Job Title:	Nursery Assistant
Responsible to:	Nursery Manager
Line Management:	Nursery Manager
Contract Type:	Part-time, fixed-term

Overall purpose of this post

Providing high quality education and care of the children in the School Nursery.
Nurturing good working relationships with children, parents/carers in the role of Key Person.

Main purpose:

- To work within the School Nursery as a member of the Nursery team to ensure that a balanced programme of interacted education and childcare provision is delivered which meets each individual child's needs;
- Support and develop parent partnerships to ensure good collaborative working between home and nursery;
- To ensure that as a Nursery team member, the setting meets all legal requirements as set out in the EYFS statutory framework;
- To undertake the role of Key Person to a number of children, completing all associated paperwork as required.



Main duties:

1. To plan and provide a caring, stimulating environment that is appropriate for individual children and which enables them to reach their full potential.
2. To act as Key Person to a group of children which involves holding parent meetings as well as keeping written records.
3. To observe and assess children's development and keep accurate, up-to-date records of their achievement through short and long observations, compiling learning journeys, completing written summative assessments, transition records and next steps planning.
4. To assist with developing strategies to include parents in the raising of children's achievements.
5. To always work within the bounds of the EYFS statutory framework.
6. To assist with the planning and preparation of exciting play opportunities that meet the children's developmental and emotional needs and stimulates their learning.
7. To lead the adult-led activities during some sessions and make notes/observations as required.
8. To establish and maintain positive relationships with children and their families in a way that values parental involvement.
9. To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
10. To work effectively as part of a team.
11. To work within the agreed framework of policies and procedures within the Nursery.
12. To help and support volunteers/students on placement.
13. Ensure that safeguarding policies and procedures are adhered to at all times.
14. Undertake Paediatric First Aid training and Food Hygiene training as required.
15. Along with other members of the team, be responsible for Nursery resources and report loss/damage or low stock levels to the Nursery Manager.
16. To carry out duties and responsibilities of the post with regard to the Equal Opportunities Policy.
17. To attend and participate in staff meetings, training, planning and Inset days.

18. To act as an ambassador for the setting and maintain a positive image of its aims and objectives.
19. To undertake further training as appropriate to meet any changes in legal requirements/needs as required.
20. In addition to the expected good working relationships with parents, children and colleagues at Minchinhampton School Nursery, it will be important to develop and maintain good working relationships with:
 - All staff within the school especially those working in the Reception classes
 - The Governing Body of the school
 - Colleagues from other professional agencies where appropriate
 - Colleagues within the Early Years team at the LA, other nurseries and childminders within Minchinhampton and the surrounding areas.
21. To be familiar and comply with the Nursery's policy on Health and Safety and undertake daily risk assessments as required. To bring to the attention of the Nursery Manager any health and safety requirements which become obvious. In the event of any immediate danger, to take appropriate action to reduce risk of physical danger to either children, parents, visitors or staff.

Special Conditions

- To undertake any other responsibilities or duties as may be deemed necessary at the direction of the Nursery Manager, commensurate with the salary and grade of the post.
- This job description does not attempt to define in detail all your duties and responsibilities as Early Years Practitioner/Nursery Assistant at Minchinhampton School Nursery.
- This job description may be subject to modification and amendment after consultation between yourself and the Nursery Manager.

Other

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any



other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

Person Specification

	Essential	Desirable
Qualifications		
Previous experience of working with children in an educational setting is desirable, ideally in a similar environment	X	
Good standard of general education, usually including 3 or more GCSE's (including maths or English) at Grade C or above or other equivalents	X	
Minimum of NVQ level 3 or equivalent in the care, development or education of children	X	
Knowledge & Experience		
Knowledge and experience of working with the early	X	

year's foundation stage curriculum		
Ability to deliver relevant activities to meet a range of pupil needs; helping to ensure pupils make good progress academically, emotionally and socially	x	
Knowledge and experience of working with children in an educational setting	x	
Awareness and understanding of inclusion Experience of working with ICT	x	
Good personal numeracy and literacy skills	x	
Experience of undertaking key person responsibilities	x	
Up to date knowledge in use of ICT to support learning		x
Personal & Professional Qualities		
Passionate about learning and education	x	
Motivated, experienced and committed to providing a high standard of care and education	x	
Consistently high expectations of pupils	x	
Ability to promote a positive ethos and model positive attributes	x	
Good interpersonal skills and ability to build effective working relationships with all	x	



children, colleagues and parents		
Willingness to work hard and embrace change, willingness and ability to complete all relevant and associated paperwork	x	
Excellent attendance record		x
Ambitious and keen to take next steps in professional development		x
Application		
The ability to present succinctly and clearly an application	x	
The ability to demonstrate how previous experience relates to the post at Minchinhampton	x	
References		
Two fully supportive professional references	x	