



Little Lambs

NURSERY

Candidate Information

Nursery Assistant – Maternity Cover

April 2022



Little Lambs Nursery



About Little Lambs Nursery

Our rapidly expanding and outstanding Little Lambs Nursery facility has extended its hours from term-time only to all year round. We offer both full-day and half-day sessions for children from two to four years of age. Our parents have the choice to sign up for term-time only hours or for the year. The Nursery does close briefly between Christmas and New Year.

The Nursery operates with an ethos of learning through play which encourages children to combine both structured learning experiences and their natural inclination to play, explore and question, to develop into young boys and girls, ready for the challenges that growing up will bring.

At Little Lambs Nursery we provide a happy, warm, stimulating and secure learning environment for our children. Our Nursery teacher and assistants aim to meet the individual needs of our children, giving them the social skills and confidence they need in their formative years and providing them with a sound platform for transition into school life.

On opening the door, every child receives a warm individual welcome from our happy, friendly team, which we believe creates an enthusiasm for the day ahead.

Topics and activities change according to the time of year, but a daily routine of learning from the Early Years framework consisting of seven areas of focus: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World and Expressive Arts and Design.

We are lucky enough to have our very own Forest School on-site where children can immerse themselves in our natural surroundings and exercise their imaginations. Our extensive gardens and grounds provide endless opportunities for activities outside in the fresh air and we have ample outdoor toys for the Nursery children to enjoy, including sandpits, water-play equipment and adventure playground.

Nursery Assistant Required

We are looking for a Nursery Assistant to provide maternity cover in our outstanding Nursery from April 2022 for one year. The hours of work are Monday to Friday from 8.15am - 4.45pm for all weeks during term time. Outside of term time, the working hours are either 9.30am - 6.00pm or 8.15am - 4.45pm depending on the needs of the Nursery. We will consider someone who is able to work part-time, for a minimum of two days. The starting rate of pay is from £10.06 per hour.

Our Nursery team strive to meet the individual needs of our children, giving them the social skills and confidence they need in their formative years and providing them with a sound platform for transition into school life.

This post requires someone who loves working with and caring for children, and a confident user of ICT. They must be a self-starter who is able to work on their own initiative and as part of a team, and someone who would be able to help maintain high standards, good order and a happy, warm, stimulating and secure learning environment for our children.

Responsibilities and Main Tasks

To work with the team to deliver a flexible, high quality education and care to meet the needs of the children and their families.

- To plan and carry out observations on children as needed;
- To understand the role of children's play in their physical, intellectual and emotional development;
- To promote positive images for all children in the pre-school's care by introducing appropriate activities to encourage equal development for both sexes, fostered through language, play and other activities;
- To be familiar with the aims and standards for learning in use at the Nursery - the Early Years Foundation Stage;
- To provide input to Nursery planning. To plan, carry out and evaluate activities for all children including differentiating where necessary to promote inclusion;
- To keep developmental records of key group children including updating Learning Journeys, regular evaluations of children's development and contribute to a Transition Report when appropriate;

- To attend to the needs of the children including personal care at Nursery whilst they are in our care ensuring that they are safe, happy and stimulated to enable them to enjoy their time at Nursery;
- To be fully involved in the children's play, nurturing the children's own creative potential through the activities offered and encouraging their full development;
- Hold a current paediatric first aid certificate and food hygiene certificate and be responsible for their updating;
- To report any safeguarding concerns over children and liaise with the appropriate external agencies, preserving confidentiality as necessary;
- Comply with the School's policies and procedures for child protection, countering bullying and positive handling, and be aware of the appropriate response needed in these areas;
- To demonstrate a commitment to parental participation, recognising the individual needs of the parent and offering support to the parents where appropriate;
- To ensure the safety and security of children in the Nursery. To have a knowledge of health and safety procedures and to be prepared to carry them out;
- Carry out ongoing cleaning of the Nursery equipment to ensure the Nursery is tidy, safe, clean and secure for children, staff, parent/carers and visitors;
- To provide an environment that adheres to the Vision, Mission and Ethos of the School.

Application Process

We welcome applications from Nursery practitioners who are qualified to NVQ Level 3, CACHE, or equivalent. It is expected that the successful candidate will have knowledge and experience of EYFS, and within a School environment is desirable. Our Nursery Assistants will work with the Nursery Teacher, Assistant Nursery Manager, Nursery Supervisor and team to deliver a flexible, high-quality education and care to meet the needs of the children and their families throughout the year.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical questionnaire and a criminal record check via the Disclosure and Barring Service. It is an offence to apply for this post if you are barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Support statements should state what particular skills and attributes you can bring to Little Lambs Nursery, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Further information about Little Lambs Nursery can be found on our [website](#).

Further details, including an electronic copy of the application form, can be found on the School [vacancies](#) page website.

Closing date for applications: Friday 29th April 2022

Please note that it is possible that an appointment may be made before the closing date.

Little Lambs Nursery (as part of Sutton Valence Preparatory School) is an equal opportunities employer.



Our Ethos and Values

A community where each cares for all and individuality is cherished.

The Nursery's greatest strength is the sense of community that exists. This is as a result of the relationships we foster between staff, pupils and their families.

By maintaining this triangle of communication between the Nursery, the pupil and the parents, we are, collectively, able to achieve so much more for the children and to support them in realising, or even exceeding, their potential.

Our Vision

To enable the young people in our Nursery to develop important social, personal and academic skills through play with their peers and interaction with our well-qualified staff.

Through membership of our community and the opportunities that the Nursery provides, our children will develop into confident and caring young people, who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.



Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.

Benenden Healthcare Membership



All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month, however, the School Governors have agreed to pay up to 80% of contributions based upon length of service.



Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite as well as a large sports hall available for a multitude of sports.

Fee Remission



All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65% for full-time staff, and pro rata for part-time staff.



Free School Meals

All staff are provided with lunch during termtime.



More about Sutton Valence School

Sutton Valence School consists of Little Lambs Nursery, Sutton Valence Preparatory School (SVPS) and Sutton Valence School (SVS).

Little Lambs Nursery is located on the same site as Sutton Valence Preparatory School, in the village of Chart Sutton.

SVPS currently has 260 pupils between the ages of 3 and 11. The School is a member of the Independent Association of Prep School (IAPS). Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to SVS or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

SVS is an independent, HMC co-educational day and boarding school, and is located in the neighbouring village of Sutton Valence. The roll at SVS is currently 540 pupils between the ages of 11 and 18 of which 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables SVS pupils benefit from the close guidance and individual attention of teachers. The academic staff are all highly qualified subject specialists. Contained within the 100-acre site there are excellent games pitches, a superb all-weather playing surface and a sports centre that contains a state of the art fitness suite. The School has a fine musical tradition and a flourishing drama department.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

Much factual information about the School can be gleaned from its literature and website, from directories and league tables, but none of these quite conveys the sense of purpose, optimism and inclusion, which exists among the staff and pupils.



Sutton Valence Preparatory School

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