



Little Lambs

NURSERY

# Candidate Information

Nursery Assistant

March 2024



# Little Lambs Nursery



## About Little Lambs Nursery

Our rapidly expanding and outstanding Little Lambs Nursery is where many children begin their journey with SVPS. Little Lambs provides a happy, warm, stimulating and secure learning environment for our children. From the moment children come in the door, every child receives a warm individual welcome from our friendly team, which we believe creates an enthusiasm for learning and for each day ahead.

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.

Our staff aim to meet the individual needs of our children, giving them the social skills and confidence they need in these formative years and providing them with a sound platform for transition into school life, be that in Pre-Prep or elsewhere.

Little Lambs Nursery operates all year round, with some children only attending during School term time. We offer both full-day and half-day sessions for children from two to four years of age. The Nursery does close briefly between Christmas and New Year to allow families to be together.

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 learning: 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 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 a mud kitchen amongst many other spaces to explore.

## Nursery Assistant Required

We are looking for a Full Time Nursery Assistant to join our outstanding Nursery team. The Nursery is open from 7.30am to 6.00pm. The Nursery Manager works closely with the Nursery Assistants to ensure all hours are covered. Your hours will be agreed with you in advance to suit the needs of the Nursery each week and will include some 7.30am starts and some 6.00pm finishes. The starting rate of pay is £24,151.

The annual holiday entitlement is five weeks, in addition to Public Holidays, to be taken during School term times.

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.

We welcome applications from Nursery practitioners who are qualified to NVQ Level 3, CACHE, or equivalent, but will also consider applicants who are in the process of completing these qualifications or who wish to work towards these qualifications. 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 Manager, Assistant Nursery Manager and team to deliver a flexible, high-quality education and care to meet the needs of the children and their families throughout the year.

## 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 be familiar with the aims and standards for learning in use at the Nursery - the Early Years Foundation Stage;

- 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 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

To apply, complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Kent ME17 3HL.

Candidates will only be considered, in the absence of good reason, if a fully completed application form has been submitted; CVs will not be accepted in substitution. Accompanying letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is 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.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

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 8th March 2024

*Please note: we reserve the right to appoint prior to the closing date.*

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



# Benefits to Working at SVS

## 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 of 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 fourteen per cent.

## 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 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## School Meals

All staff are provided with excellent lunches with no charge.



## Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

## 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.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.





## 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 319 pupils between the ages of 2 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 584 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. There is no substitute for a visit!



**Sutton Valence Preparatory School**

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Maidstone

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[www.svs.org.uk](http://www.svs.org.uk)

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