



## **INFORMATION FOR APPLICANTS FOR THE POSITION OF NURSERY PRACTITIONER**

Horris Hill is an historic day and boarding school for children aged 4-13 set in the beautiful Berkshire countryside. The school prides itself on helping its pupils balance the demands of formal education with both creative play and organised sports and activities. Dedicated staff nurture an enduring love of learning and curiosity of spirit that will equip pupils with the skills and confidence for whatever challenges they may face in life. Horris Hill enjoys close relationships with several of the country's top public schools, and ensures every pupil makes the most of the opportunities available to them so that they can be excited and prepared for the next stage of their educational journey.

Horris Hill is part of Forfar Education, a specialist school investment and advisory business, which partners with and manages schools across the world; supporting them to become outstanding centres of excellence for pupils of all ages to learn and grow. Forfar Education is committed to working in close partnership with school leadership for the benefit of all pupils, celebrating each school's identity and strengths.

Our core aim is to maintain Horris Hill as a small, selective, academically rigorous family school coupled with an holistic learning environment. We will continue to prepare children for the next stage in their education and to deliver children into the most academically ambitious schools in the world. Horris Hill's unrivalled culture, which creates a truly rounded education will remain, and the fundamentals of good British values and manners will be reinforced.

It is an exciting time of change and growth for the school, as it looks to extend its offering by opening a 50 week nursery from September 2022 for children aged 2-4 years. Girls will also be able to benefit from the education and care that the school provides and we are delighted to offer them the opportunity to join in Nursery and Reception from this September.

Our staffing team are critical to the school's continued success and you will be joining some excellent recent appointments. We are delighted to be welcoming our new Headmaster, Mr Rob Stewart to the school in September. He has an outstanding track record including being a past Eton Housemaster as well as the Head of a leading prep school.

## NURSERY PRACTITIONER

In 2019 Horris Hill Lower School flung open its doors for the first time with an approach focused on learning being thrilling, dynamic and irresistible. We are so excited to now be opening our brand new Nursery - an opportunity to start the Horris Hill journey from the age of two.

We are looking for 2 Nursery practitioners to encourage curiosity, a love of learning and awe and wonder - embedding a foundation that will help to set children up for life. It is our goal at Horris Hill Lower School to nurture each child's unique qualities so that our children become the best that they can be and truly thrive. We are looking for a Nursery practitioner to inspire the children with magical, dynamic, enriching experiences within our nurturing learning environment. The Nursery practitioner will form an integral part of a close, innovative team determined to develop and evolve in their personal and professional development.

The Nursery practitioner must hold a relevant Early Years qualification to at least Level 3 and will be required to be paediatric first aid trained.

### Job Description

The job description below contains an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties. The core elements of the role will include the following:

**Job role:** Nursery Practitioner

**Reporting to:** Head of Nursery

**Purpose:** To contribute a high standard of physical, emotional, social and intellectual care for children placed in the setting.  
To implement the daily routine in the nursery class

#### Key responsibilities:

- Work with children in the setting and support their learning and development
- Work as part of the nursery team
- Liaise with Parents/carers at drop-off and pick-up.

#### Main duties:

- To contribute to a planned programme of activities suitable to the age range of children in conjunction with other staff;
- To seek new ideas by online research within the classroom under the guidance of the Head of Nursery or class teacher;
- To observe the children and upload observations onto Tapestry software to keep a proper record of achievement file on key children, for parents/carers;
- To contribute to the planning sheets each day;
- Work alongside parents/carers of special needs children to provide full integration in the Setting;
- Support all staff and engage in a good staff team;
- Uphold standards within the setting by adhering to all policies and procedures;
- Liaise with and support parents/carers and other family members;
- Attend out of working hours activities, e.g. training, monthly staff meetings, parents/carers evenings etc as necessary.

- To be flexible within the working practices of the Nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the Netting, e.g. preparation of snack meals, cleaning of equipment etc;
- Work alongside the Head of Lower School and Head of Nursery to ensure that the philosophy behind Horris Hill Lower School is fulfilled;
- Record accidents in Tapestry and make parents aware of any accidents;
- Look upon the Nursery and Lower School as a whole i.e. where can your help be most utilised.
- Be constantly aware of the needs of children;
- Ensure each child is collected by someone known to the Nursery;
- Respect the confidentiality of information received;
- Develop your role within the team especially with regard as a key worker;
- Ensure the safety and well-being of children at the Nursery and School by adhering to and complying with the School's Child Protection and Safeguarding Policy at all times. Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.
- Attend training and staff INSET sessions organised by the Nursery/School.
- Adhere at all times to Health and Safety legislation, and all school policies and procedures, to ensure your own safety and that of colleagues as well as pupils and visitors.

#### **Specific Child Care Tasks:**

- The preparation and completion of activities to suit the child's stage of development;
- To ensure that mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- Providing comfort and warmth to an ill child;
- To ensure the Nursery is of a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To be aware of the high profile of the Nursery and to uphold its standards at all times;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring Nursery and School policies and procedures are observed at all times.
- To be a role model when interacting with the children verbally and practically.

### **Person Specification**

#### **Skills and Qualifications**

- Enthusiasm for working with young children
- An interest in the care, learning and development of young children
- A commitment to the provision of high-quality childcare
- A positive approach to learning and gaining new skills through teamwork and training opportunities
- Relevant teaching assistant qualifications/experience - a minimum of NVQ level 3 in childcare/education qualification
- Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C)
- A positive approach to completing relevant short courses and qualifications
- An understanding of the importance of Health & Safety and Food Hygiene in the workplace
- 12 hour Paediatric First Aid (training will be provided)
- Able to use initiative, show flexibility and be adaptable

## **Personal Characteristics**

- Good organisational, record keeping and planning skills
- Punctuality
- Excellent communication skills, with children, colleagues, advisors and parents/carers
- Patience
- Reliability and trustworthiness
- Flexibility – occasionally working hours might be changed, e.g. if the Nursery hosts a Parents' Evening
- Able to work in small teams
- A positive approach to inclusive practice, with children and colleagues
- Must be a dependable and flexible team player
- Caring, approachable, able to engage fully with pupils, parents and staff
- Commitment to safeguarding and promoting the welfare of children

## **Conditions of Service**

Salary will be dependent on experience and is paid monthly in arrears equally throughout the year, the salary range is £21,000 - £26,000, with an hourly rate of £10.50 per hour. The school operates an auto enrolment pension scheme.

The nursery will be open from 8am to 6pm, Monday to Friday, all year round. We will be very happy to discuss hours of work at interview. The holiday entitlement will be based on 25 days annual leave plus Bank holidays and will be pro-rated to the hours worked.

Your immediate line manager is the Head of Nursery.

A free lunch may be taken when the Kitchen is in operation, with a 30 minute break for lunch. There is also free car parking on site.

The employment will be subject to a probationary period of 6 months during which time either the employee or the School may terminate the employment by giving not less than two months' notice.

## **Appointments**

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification. Please see the School's Safer Recruitment Policy, available on the school website, for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

### **Recruitment Process**

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. You should provide details of two referees and one must be your current or most recent employer. We intend to take up references prior to interview unless specifically requested not to. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies). Please submit all applications to [hr@horrishill.com](mailto:hr@horrishill.com).

**Applications will be considered as they are received therefore early applications are encouraged.**

Employment will commence, subject to the satisfactory completion of all pre-employment checks from September 2022.

### **Further Information**

If you require any further information please don't hesitate to contact Mrs Debbie Power, HR & Compliance Manager on 01635 30323 or email [d.power@horrishill.com](mailto:d.power@horrishill.com)