



# EYP PRACTITIONER

INFORMATION FOR CANDIDATES

# Introduction

Our Little Saints Nursery (a part of St Francis School) is based in a recently purpose built Nursery complex within our fantastic grounds of 17 acres in a brilliant location, on the edge of Pewsey.

We want to work with people who are passionate about caring for children, who are energetic and can help us support the development of our wonderful children from birth to pre-school. Following the Early Years Foundation Stage, it is our aim to allow children to develop into happy, confident individuals through outdoor play, creativity, inspiration and emotional and physical development.

Open from 7.45 am until 6.00 pm Monday to Friday throughout the year (except the week that Father Christmas visits), we are looking for people to work part-time or full-time, Monday to Friday.



# The School and Nursery

*The School is situated  
in 17 acres alongside  
the Kennet and Avon  
Canal, in Wiltshire's  
picturesque Pewsey Vale*

Founded over 80 years ago in September 1941 by Miss Phyllis Burden, with just four pupils in the Rectory in Pewsey, St Francis School (incorporating Little Saints Nursery) is now a thriving IAPS co-educational day prep school for pupils aged 0 to 13.

In 1984 the School moved out of Pewsey village to Haybrook House (which now houses the Pre-Prep department and Little Saints Nursery), and the neighbouring Travancore House (housing the Prep Department) was acquired in 1990. The current School is situated in 17 acres alongside the Kennet and Avon Canal, in Wiltshire's picturesque Pewsey Vale, six miles south of Marlborough.

A new, purpose built, Nursery building was opened in the grounds of Haybrook House at the start of the Autumn Term 2017, in order to expand Little Saints Nursery to take younger children from babies and extend childcare to 51 weeks a year. The redeveloped Nursery has proved to be a very popular and thriving part of the organisation.

Across the school campus can be found the following facilities: a separate dining room and kitchens in Haybrook Hall (which is also used for music recitals, smaller drama performances and parent meetings); the Hemery Hall sports hall-cum-theatre (used for drama productions, music concerts and assemblies as well as for sport, and in the evenings by the local community for activities



# The School and Nursery

*The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents'*

such as cricket nets, badminton and tennis); an indoor climbing wall in the Hemery Hall; playing fields providing pitches for football, rugby, hockey, cricket, rounders and athletics and ample space for cross country; a woodland area for our Kindling Forest School; and a double tennis/netball court.

Specialist teaching starts in Nursery and Pre-Prep with music, sport and French.

At the School's most recent full ISI inspection, all areas in Years 1 and above were graded as 'Excellent', and EYFS was congratulated on raising the standards significantly to 'Good with Outstanding Features'.

The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents': with our range of facilities and the expertise of the staff, we provide opportunities for children to find and develop their talents, both outside as well as inside the classroom. Children are encouraged, recognised and celebrated in their achievements.

The School is a Charitable Trust (Registration No. 298522 known as the Hayfran Trust) with a Board of Governors, and also a Company limited by guarantee.



# Job Description

## *Our vision*

To make a difference to young minds and lives by educating and inspiring children to become confident, considerate and compassionate young people who fulfil their potential, and who make a positive contribution to society.

## *What we live by*

We treat others fairly, while aiming to do our best. We are honest in all we say and do, seeking to forgive and showing tolerance and respect to each other. We are kind and helpful.

## *Strategy Statement*

Continually developing a strong and successful school for a secure and happy future.



*Responsible to:*

- The Headmaster (Overall responsibility)
- The Nursery Manager
- The Room Leader

*Overview*

- To provide high quality, inclusive care and education for the children in the Nursery, in line with the Early Years Foundation Stage Framework.



## *Responsibilities*

### GENERAL DUTIES OF ALL STAFF

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the school's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a difference to young minds and lives.
- To embrace fully the MISSION of the school to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who
- make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the school.
- To contribute to the development, implementation and evaluation of the school's policies, practices and procedures.
- To ensure that corridors, classrooms, pitches and all other school areas are safe places for the children, reporting any hazards to the appropriate authority.
- To support school functions and activities whenever possible, and to take an active part in the extra-curricular life of the school and its pupils.



## MAIN DUTIES & RESPONSIBILITIES

- To care for and educate the children in your care.
- To provide for the individual physical, emotional, social, intellectual and development needs of the children.
- To provide and maintain a clean, hygienic, safe and stimulating environment.
- To provide a range of suitable activities and experiences to meet the developmental needs of the children.
- To work in partnership with the parents/carers of the children in your care and to encourage their involvement in the aims of the Nursery and in all aspects of their children's care.
- To work as a member of a team of staff.
- To maintain written records as required.
- To attend relevant training as required.
- To attend relevant meetings as required.
- To work as a Key Person and to be responsible for a group of key children.
- To contribute to the planning and implementation of appropriate programmes of activity for the children in collaboration with the Room Leader and the Nursery Manager.
- To assist in the provision of an attractive and stimulating range of equipment, activities and displays (indoors and outdoors), relevant to the ages and needs of the children, all of which encourage independence, self-motivation and eagerness to learn.
- To help children with feeding, changing clothes and toileting.
- To provide comfort and warmth to a poorly child.
- To ensure that mealtimes are a time of pleasant, social sharing.
- To report any signs of illness, neglect or apparently non-accidental injury.
- To ensure that each child is collected in accordance with collection procedures.
- To record, with appropriate support and training, safeguarding information using the appropriate forms.
- To be flexible within working practices of the Nursery. To be prepared to help where needed, including to undertake certain domestic jobs within the Nursery, e.g. preparation of snacks, cleansing of equipment, clearing of rubbish/recycling, cleaning/clearing of the learning areas, as necessary.



## GENERAL DUTIES & RESPONSIBILITIES

- To work within the Policies and Procedures of Little Saints Nursery
- To work within the Health and Safety Policy and Procedures of Little Saints Nursery.
- To work in a manner consistent with the Inclusion and Diversity Policy and Procedures of Little Saints Nursery.
- To work in a manner consistent with the Safeguarding Children and Young People Policy and Procedures of Little Saints Nursery.
- To undertake any other duties which may be required by the Deputy Manager, Nursery Manager or Headmaster
- To be prepared to undertake additional training deemed suitable for the fulfilment of the role
- To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation



# Job Description

## *Experience*

ESSENTIAL

- Experience of working in a day care environment.

DESIRABLE

- Experience of working in a day care environment.
- Evidence of recent professional development
- Experience of working with under 2's

## *Skills*

ESSENTIAL

- An understanding of and commitment to safeguarding children
- An understanding of and commitment to inclusion and diversity
- An understanding of child development and behaviour
- An understanding of the range and types of activities/ experiences children need to help them progress and develop
- An understanding of: the relevant curriculum framework; the importance of working closely with parents; Health and Safety issues and how to keep children safe; the importance of confidentiality
- A sound level of ICT competence and use in the classroom and in administration
- The ability to keep accurate and detailed records on children's development as a key person
- The ability to set appropriate limits for children

DESIRABLE

- Paediatric First Aid Qualification
- A recognised Early Years childcare qualification



## *Personal Qualities*

### ESSENTIAL

- Level 2 or 3 Childcare Qualification
- A commitment to working with children and their families, and a genuine liking for children
- A commitment to provide a high standard of care and education for children
- The ability to interact well with children and with adults
- The ability to provide warm and consistent care for children
- The ability to use initiative, and to show flexibility, reliability and enthusiasm
- The ability to work as a member of a team
- Good communication skills, both written and oral
- A commitment to on-going professional development



## Remuneration

We will offer the successful candidate an attractive package, including further training and opportunities. A pension, free lunch and free parking is provided as well as a staff remission on Nursery and School fees. There is also contractual sick pay and enhanced paid holidays.

An annual salary of **£24,336** per annum depending upon experience. (This will be pro rata for part-time employees.)

## Application Process

All applications must be received on the official St Francis School application form which can be found at: [www.stfpewsey.co.uk/prep-day-school-marlborough-wiltshire/work-with-us](http://www.stfpewsey.co.uk/prep-day-school-marlborough-wiltshire/work-with-us) or by emailing [recruitment@stfpewsey.co.uk](mailto:recruitment@stfpewsey.co.uk)

All application documents should be emailed to: [recruitment@stfpewsey.co.uk](mailto:recruitment@stfpewsey.co.uk) or posted to Mrs Danita Peacock, St Francis School, Marlborough Rd, Pewsey, SN9 5NT

St Francis 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 the Disclosure and Barring Service.



# Recruitment Timeline

Applications will be reviewed on an ongoing basis. The vacancy will close as soon as sufficient applications have been received, so early applications are encouraged.



ST FRANCIS  
SCHOOL

ST FRANCIS SCHOOL, MARLBOROUGH ROAD, PEWSEY, WILTSHIRE, SN9 5NT  
[www.st-francis.wilts.sch.uk](http://www.st-francis.wilts.sch.uk)



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