# NURSERY PRACTITIONER

## CANDIDATE INFORMATION

King's Worcester

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-18



# Welcome

## Thank you for your interest in the role of Nursery Practitioner at the King's School Foundation, Worcester.

The King's Foundation is made up of three schools: King's Senior School and two preparatory schools, King's St Alban's and King's Hawford. Together, they form a vibrant and nurturing educational community.

King's Senior School educates approximately 780 pupils aged 11–18 on our stunning city-centre campus. Sharing this site is King's St Alban's, a thriving prep school for around 160 pupils aged 2–11. Just north of the city, in the beautiful Worcestershire countryside, King's Hawford provides a dynamic learning environment for approximately 210 pupils aged 2–11. All three schools are united under a single governing body, ensuring a cohesive vision and shared values across the Foundation.

At the core of the King's Foundation is a steadfast commitment to delivering an outstanding education which is made possible by our exceptional staff. We are proud to foster a strong, supportive, and inclusive professional community built on trust, respect, and collaboration.

Our Schools are exciting and rewarding places to work, and we are delighted that you are considering joining us. Our professional family includes a wide range of teaching and support roles, each playing a vital part in the life of our Foundation. Central to our ethos is a friendly and welcoming atmosphere, underpinned by excellent relationships between staff, volunteers and pupils who are encouraged to work hard, play hard, and look after each other.

Our search for the right candidate for this role is important to us, and we know it is important to you too. Please take the time to explore the details within this booklet. If this opportunity strikes a chord with you, we look forward to receiving your application, to meeting you in the weeks ahead, and - if successful - welcoming you to our community.

Thank you for your interest in King's Worcester. We hope this marks the beginning of a fulfilling and inspiring journey with us.

Ben Charles
Head of Foundation

# Job Description

The King's Foundation is seeking a caring, enthusiastic and dedicated Practitioner to join our Early Years teams at King's St Alban's Nursery and King's Hawford Kindergarten.

The successful candidate will work at both of our Early Years settings, five days per week, Monday to Friday, splitting their time between King's St Alban's and King's Hawford.

The position is permanent, term time only, full-time, 37.5 hours per week (plus supporting duties), shifts take place between 7.30am and 6pm.

**Start date:** As soon as possible, subject to successful completion of pre-employment checks.

**Salary:** £15.22 per hour/£23,172 per annum based on the working pattern described above.

This is an exciting opportunity to work in two nurturing and stimulating environments where children are encouraged to develop confidence, independence, curiosity and a love of learning.

As part of a collaborative team, you will help provide high-quality childcare and education in line with the Early Years Foundation Stage (EYFS), supporting children through a balance of child-led, "in the moment" and planned learning experiences.

Working closely with the Early Years' teaching teams, our experienced and caring Early Years staff stimulate young minds through an exciting programme of free play and teacher-led activities, helping children to thrive while they prepare for their transition to school. Children benefit from a wide range of onsite opportunities including swimming, Forest School, foreign language lessons, music, P.E, cooking and yoga, amongst many others.



## Main Responsibilities

### Learning and Child Development

- Work as part of a team to provide a safe, caring and stimulating environment for children in line with the Early Years Foundation Stage.
- Keep up-to-date with any changes to the Early Years curriculum and other relevant guidance.
- Prepare learning environments and continuous provision areas before sessions.
- Support the planning and delivery of engaging activities that meet children's individual ages, stages and interests.
- Promote children's learning and development through observation, assessment and responsive practice.
- Act as a Key Person for a group of children, maintaining learning records, observations and next steps.
- Encourage children's curiosity, creativity, confidence and independence.
- Provide support for individual children to enable full participation in activities.
- Assist children with daily routines and personal care needs including toileting, changing nappies and dressing where required.
- Support children who may be experiencing emotional, social or behavioural difficulties and help them to develop their social skills.
- Work alongside other professionals, where appropriate, to support children's development.
- Assist with transitions and the movement of children around the setting and wider school.

### Care and Welfare

- Ensure a high standard of physical, emotional, social and intellectual care for all children.

# Job Description

- Maintain a secure and welcoming environment where children feel valued and supported.
- Assist with meals, snacks, break and lunchtime and play area supervision.
- Promote positive behaviour and support children's social development.
- Record and report accidents, incidents and concerns in accordance with school procedures.
- Ensure children are collected safely in line with established procedures.
- Actively promote and safeguard the welfare of all children.

**Outdoor Learning and Enrichment**

- Support and supervise children during Forest School sessions, swimming and other co-curricular activities.
- Supervise indoor and outdoor play, encouraging safe exploration and active learning.
- Accompany children on educational visits and local outings when required.

**Administration and Communication**

- Maintain accurate records, learning journals, floor books and daily communications with parents.
- Foster positive relationships with parents and carers, providing feedback on children's progress and wellbeing.
- Assist in preparing displays of children's work and maintaining an engaging learning environment.
- Undertake routine administrative tasks as required.
- Attend staff meetings, staff training activities, professional development sessions and INSET days.

**General Responsibilities**

- Maintain high standards of cleanliness, hygiene and presentation throughout the setting.
- Ensure resources and equipment are safe, clean and well maintained and kept tidy. Clean and tidy away at the end of the session.
- Read, understand and comply with all Foundation policies, procedures and risk assessments. Respect confidentiality of all information received.
- Uphold the values, aims and ethos of the King's Foundation.
- Undertake any other duties reasonably requested by the Heads, Kindergarten and Nursery Managers or Early Years Leads.

## Supporting duties

- One early duty per week to start at 7.30am, and one late duty per week, finishing at 6pm.
- Attend and support school open mornings and speech days if required.
- Assist with parents' evenings if required.
- Support at school events when required.
- Provide support outside of normal classes, such as covering absences or going on school trips.
- Undertake professional duties that may be reasonably assigned by the Head.



# Person Specification

It is expected that the Nursery Practitioner will demonstrate a range of qualities, skills and experience, as outlined below.

| EXPERIENCE AND KNOWLEDGE |
| --- |
| Experience of working in an early years or nursery setting (Essential) |
| Good knowledge and understanding of the Early Years Foundation Stage (EYFS) (Essential) |
| Experience working as part of a professional team. (Essential) |
| Experience of observing, assessing and supporting children's learning and development (Essential) |
| Have a strong regard for children's safety and well-being, proactively demonstrating an understanding of the importance of safeguarding processes and procedures. (Essential) |
| **PERSONAL AND ROLE RELATED SKILLS** |
| Excellent communication, literacy and interpersonal skills |
| Strong organisational and time management skills |
| Ability to build positive relationships with children, parents and colleagues |
| Ability to motivate, inspire and engage young children |
| Creative and enthusiastic approach to learning |
| Ability to work calmly under pressure and adapt to changing priorities |
| Flexible, reliable and willing to contribute to the wider life of the school |
| Empathy, patience and a caring nature |
| Ability to maintain confidentiality and professional boundaries |
| Good ICT skills |
| Positive attitude with a "can do" approach and a good sense of humour |
| Commitment to equality, diversity and inclusion |

| QUALIFICATIONS REQUIRED |
| --- |
| Minimum of a recognised NVQ Level 3 qualification in childcare development or equivalent (Essential) |
| Safeguarding Knowledge Level I (Desirable, training will be provided) |
| Food hygiene certificate (Desirable, training will be provided) |
| Paediatric first aid certificate (Desirable, training will be provided) |



# Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

**What is safeguarding?**
Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2026)*

**Our commitment to safeguarding**
The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

**Safeguarding culture at King's**

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff and volunteers in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

**Responsibilities of the successful candidate**

Staff and volunteers are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child. All staff and volunteers must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



# Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to complete a self-declaration regarding any criminal record or other information that may affect their suitability to work with children and an online search against their name/s. The successful candidate will be required to undergo appropriate safeguarding and child protection screening, including enhanced Disclosure and Barring Service (DBS) checks, verification of references and employment history, checks with previous employers, and a Safehire online search prior to the appointment being confirmed. Details of the Foundation's policies on safeguarding and promoting the welfare of children, as well as our equal opportunities policy, are available on request.

## How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: Monday 30th November 2026

**We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.**

Please visit the vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.

