

Nursery Practitioner  
*Level 3 Qualified (Pre-School)*



**GREENFIELD  
SCHOOL**

BRIGHT BEGINNINGS  
BRIGHTER FUTURES

**RECRUITMENT  
PACK**





LITTLE SCHOOL  
Fledglings & Owls

*0-3 yrs*



PRE-RECEPTION  
Robins

*3-4 yrs*



RECEPTION  
Reception

*4-5 yrs*



LOWER SCHOOL  
Years 1 & 2

*5-7 yrs*



MIDDLE SCHOOL  
Years 3 & 4

*7-9 yrs*



UPPER SCHOOL  
Years 5 & 6

*9-11 yrs*

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



# GREENFIELD SCHOOL

---

BRIGHT BEGINNINGS  
BRIGHTER FUTURES

## ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



# AIMS AND ETHOS

## Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

## Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



# PERSON SPECIFICATION

We are seeking to appoint a full time Level 3 qualified practitioner to join our Early Years team.

You will primarily be working in our Robins classroom (pre-school). You will support the delivery of the Early Years Foundation Stage curriculum and ensure the needs of the children are met.

The successful candidate will be friendly, adaptable, flexible, well-organised and confident in dealing with parents, staff and pupils.

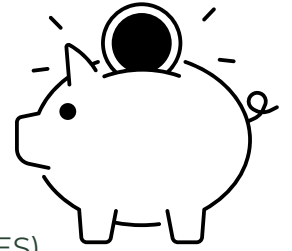
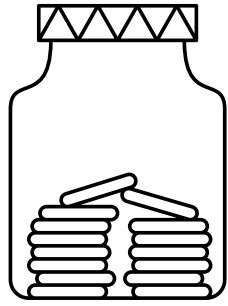
We are committed to supporting our staff develop their careers and advance through the Early Years qualification levels. We welcome candidates who want to pursue a career in Early Years and are delighted to support staff in this pursuit after a successful probationary period.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.



# STAFF BENEFITS

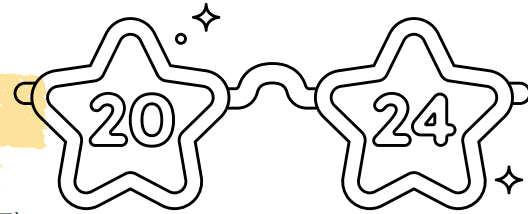
CONTRIBUTORY PENSION SCHEME  
(HIGH EMPLOYER CONTRIBUTIONS)



**33 DAYS PAID HOLIDAY**, INCLUDING  
**BANK HOLIDAYS** (PRO-RATA FOR PART-TIME EMPLOYEES)

FREE BREAK TIME REFRESHMENTS

**TIME OFF** BETWEEN  
**CHRISTMAS AND NEW YEAR**  
(IN ADDITION TO ANNUAL LEAVE)



VARIOUS SCHEMES INCLUDING EMPLOYEE ASSISTANCE PROGRAMME,  
EYECARE, FLU JAB, SALARY SACRIFICE CYCLE TO WORK SCHEME AND  
TECH SCHEME, ACCESS TO FREE MORTGAGE SERVICES

## ANNUAL STAFF FUNCTIONS

PROFESSIONAL, PASSIONATE & FRIENDLY TEAM

**ONE DISCRETIONARY DAY OFF PER YEAR**  
(PRO RATA FOR PART TIME EMPLOYEES)

PART OF THE SUPPORTIVE AND WELCOMING GREENFIELD  
SCHOOL COMMUNITY

COMMITMENT TO ONGOING CPD

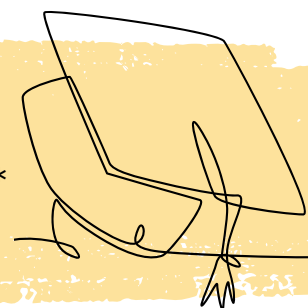
**HOT LUNCH & SALAD BAR** DURING TERM TIME

BEAUTIFUL HIGH-CLASS FACILITIES, INCLUDING ON SITE  
FOREST SCHOOL AND ACCESS TO 10 ACRES OF GROUNDS

FREE ONSITE PARKING

**STAFF DISCOUNT** ON SCHOOL FEES\*

\*(FOLLOWING SUCCESSFUL PROBATIONARY PERIOD)





# JOB DESCRIPTION

## I. KEY PERSON

- To work as a Key Person and part of the Little School team, reporting directly to the Nursery Manager.
- To deliver a flexible, high quality education and care to meet the needs of the children and their families.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.
- To promote the work and image of Greenfield School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and plan, prepare and deliver the curriculum and evaluation of activities.
- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience.
- To prepare pupil progress reports and deliver them to parents of Key children.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes with the individual online profiles and to track children's progress through the production of online learning journals (Tapestry).
- To write formal reports for Key children during the summer term.
- To act as a Key Person responsible for settling children in and working closely with families.
- To develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and educational requirements of individuals or groups. This will require knowledge of a range of strategies and a high level of skills developed through experience.

## 2. GENERAL RESPONSIBILITIES

- To be responsible for the planning, setting up and clearing away of activities in Little School.
- To maintain, repair and clean equipment, e.g. books, toys, games, etc. and tidy up after use.
- To be concerned with the general welfare of the children, including matters relating to hygiene and health.
- To support children at meal times to ensure dietary requirements are met.
- To undertake outdoor play supervision within Little School.
- To provide first aid if necessary, and take all reasonable measures to ensure health and safety in the classroom and outdoor areas.
- To undertake courses as necessary for professional development. • To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Nursery Manager.

## 3. ESSENTIAL QUALITIES

- Holder of a recognised Early Years qualification.
- Professional approach to parents and colleagues.
- Motivation and enthusiasm to work with children.
- Emotional resilience in the working environment.
- Sense of humour.
- Loyalty and confidentiality to the school in and out of working hours.
- Support the school's commitment in safeguarding and promoting the welfare of children and young people.
- An updated knowledge of current educational practice.
- Ability to produce differentiated activities that cater for different stages of development or abilities.
- Ability to use information technology to supplement children's learning journals and reporting.
- An interest in extending personal knowledge and developing professional practice.
- A keenness to use initiative and be given responsibility.
- An ability to work some additional hours for the purposes of staff meetings, training and parent meetings.



# CONDITIONS OF EMPLOYMENT

## REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

## HOURS OF EMPLOYMENT

The role is full time (Monday-Friday), 52 weeks a year. Hours of work will be a maximum of 40 hours a week with shifts between 07:00 and 18:00. The role is four 9-hour days and one 4-hour day

## EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



## HOW TO APPLY

**INTERVIEW WINDOW:** INTERVIEWS WILL TAKE PLACE AS SOON AS POSSIBLE AND, IF SUITABLE CANDIDATES APPLY EARLIER IN THE PROCESS, MAY TAKE PLACE BEFORE THE DEADLINE.

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview. Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.





# GREENFIELD SCHOOL

Old Woking Road, Woking, Surrey  
GU22 8HY

[hr@greenfield.surrey.sch.uk](mailto:hr@greenfield.surrey.sch.uk)  
01483 772525