Message from Alexander Mitchell, Headmaster

At Holmwood, we believe that happiness is the key to progress; that a great education should result in confident, able, personally high achieving individuals, who are essentially happy learners.

Our environment is one in which our pupils develop a love of learning and their happiness is manifest in all that they do. Their successes are arrived at via a richly varied and ultimately enjoyable route developing curiosity, creativity, imagination, sensitivity, adaptability, motivation and enthusiasm - not to mention a fair splattering of fun! - and we recognise the contribution of our committed, inspirational and enthusiastic staff.

Holmwood house is an independent co-educational school with thriving Nursery (based at Great Horkesley), Early Years, Pre-Prep and Prep departments. The Nursery is set in beautiful grounds a few minutes from the centre of Colchester, giving over 100 boys and girls, up to age 4, access to a huge range of facilities and the highest levels of care.

Thank you for taking the time to prepare your application and for your interest in Holmwood House Nursery. Further information can be found on our website: www.holmwood.house/nursery

With best wishes,
How to Apply

If you would like to apply for the position of Part time Nursery Practitioner (Level 2 or 3) you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think relevant.

Completing an application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV**;
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references are taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

**Equal opportunities:** Holmwood House Nursery is an equal opportunities employer. A copy of the Nursery’s equal opportunities policy is available on request.

Submitting an application

Applications should be returned to nurserymanager@holmwood.house or posted to:

The Manager, Holmwood House Nursery, 151 Coach Road, Great Horkesley, Essex, CO6 4DX

Application forms received electronically will be required to be signed by the candidate if they are selected for interview.
Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the Nursery and destroyed after three months.

**Pre-appointment checks and interviews**

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

**Disclosure and Barring Service (DBS)**

As the Nursery meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address. This must be an original document and cannot be printed from the internet.
- Documentation confirming your National Insurance Number (P45, P60)

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.
A full list can be found on the DBS website:  
https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide- 

**Conditional offer of appointment**

Any offer to a successful candidate will be conditional upon the following:

- Receipt of at least two satisfactory references (if these have not already been received).
- Verification of identity and qualifications
- A satisfactory DBS disclosure
- Verification of medical fitness via completion of a medical declaration.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Completion of child protection training.

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children’s Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children’s Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact the Nursery Manager, on 01206 273827 or email nurserymanager@holmwood.house
Job Description and Person Specification

Holmwood House Nursery

Job title: Nursery Practitioner
Reporting to: Nursery Manager, School Business Manager and Headmaster
Hours: Wednesday and Thursdays, full year

Job Specification

Main Duties/Responsibilities

(A) In relation to the children

- To ensure that the EYFS is planned and delivered within the setting and the principles adhered to, thus planning and implementing appropriate activities to allow development in all areas, showing a good understanding of differentiation and individual learning in children.
- To supervise the children and encourage appropriate behaviour.
- To make daily observations of the children in their key group.
- To be based in any or all of the nursery rooms.
- To encourage good relationships between staff and children.
- To be aware of the developmental stages and to keep detailed and up to date records of their progress, including development matters and learning journeys.
- To provide physical care and support especially in cases of illness, injuries or distress.
- To be a good role model specifically with speech and behaviour.
- To prepare children for various situations, such as moving rooms or going to school, by giving opportunities for them to gain confidence.
- To be able to administer medication/treatment correctly and record this appropriately.
- To be aware of the signs and symptoms of common illnesses so as to be able to recognise them and hopefully prevent further transmission.
- To provide equal opportunities for ALL children, treating each child as an individual and never showing preference.
- To teach children the value of a safe, tidy and clean environment and to involve them in reaching this aim.
- To maintain a professional approach in all situations.
- To provide a welcoming, family friendly, high quality environment that meets individual needs including different cultures, backgrounds and stages of development.
● To be firm and fair with any inappropriate behaviour and if needs be to implement a plan of action.
● Actively promote and support the safeguarding of children in the setting by ensuring that policies and procedures are adhered to at ALL times.
● To offer at all times, high standards of care and education of children between 0-5 years in accordance with statutory requirements.

(B) In relation to parents and carers

● To establish and maintain good relationships. Working in partnership with parents and families is highly valued and the Key Practitioner must be approachable, friendly and able to communicate effectively at all times.
● To discuss next steps and to provide stimulating and challenging activities that could be extended and /or adapted at home.
● To liaise regarding development, progress, accidents, incidents etc.
● To understand and maintain parent confidentiality.
● To be aware of the nursery policies and procedures so that you may justify your requests or actions.
● To work together to support any child with special needs to ensure a full integration into the setting.
● To communicate with parents to discuss their child’s current interests.
● To respect the confidentiality of sensitive family information (subject to safeguarding policies and procedures).

(C) In relation to working within the team

● To continue to train in order to be as informed as possible.
● To be aware of changing guidelines, policies, legislation and ideas by reading circulars and relevant publications.
● To work as part of the team and to be able to accept responsibility within that framework whilst showing flexibility and commitment.
● To understand the need for and be able to respect line management.
● To attend meetings and training in other places and regularly attend meetings outside of work hours.
● To communicate with all levels of staff within the nursery and any partner organisations both internally and externally.
● To build good working relationships.
● To submit ideas for planning and suggestions for continuing development for the nursery as a whole.
● To follow routines and take turns with other staff.

● To use initiative and be able to respond to situations.

● To support the training of students and trainees working within the nursery.

● To develop your role within the team.

● To contribute ideas to weekly team meetings.

● To make the respective line manager aware of any important issues / events that have occurred on a daily basis so that they can ensure the manager is always totally informed.

(D) In relation to the nursery as a whole

● To strictly follow and adhere to the policies of the nursery.

● To uphold cleanliness, safety and hygiene as a whole including own personal hygiene practices.

● To be aware of the procedure for evacuation in an emergency and to be able to implement it.

● To ALWAYS maintain nursery confidentiality.

● To uphold the good name of the nursery at all times including when accessing social media sites.

● To be aware of the frontline image that the nursery projects especially when answering the phone, meeting visitors, attending courses etc.

● To be aware of where you can be helpful and constantly be aware of the needs of the children.

● To ensure that the nursery runs efficiently by taking responsibility for stock monitoring, safety and quality issues whilst also ensuring that resources are used in an economically satisfactory manner.

● To maintain all records and paperwork in accordance with statutory requirements and the policies of the nursery.

● The key practitioner may be a key holder for the nursery.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time which may be deemed necessary in the interest of the smooth and safe running of the nursery. Any such duties should not, however, substantially change the general character of the post.
# Nursery

## Person Specification – Key Practitioner

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
<th>Identification</th>
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<tbody>
<tr>
<td>Education and</td>
<td>A minimum of a relevant and recognised level 3 certificate or working</td>
<td>Safeguarding Certificate</td>
<td>Application</td>
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<td>training</td>
<td>towards such a qualification</td>
<td>First Aid Certificate</td>
<td>Interview</td>
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<td>Food Hygiene Certificate</td>
<td>Certificates</td>
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<td>Evidence of ongoing personal development and training</td>
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<td>Desire to continue with professional development</td>
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<td>Completion of other relevant courses</td>
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<tr>
<td>Relevant</td>
<td>Experience in working with young children including placements</td>
<td>Experience of working in an Early Years Setting</td>
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<td>Experience</td>
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<td>Experience of implementing the EYFS</td>
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<td>Experience in working with partnership with parents</td>
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<td>Knowledge</td>
<td>A sound understanding of the EYFS</td>
<td>A particular field of expertise or interest</td>
<td>Application</td>
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<td>Requirement</td>
<td>Essential</td>
<td>Desirable</td>
<td>Identification</td>
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<tr>
<td>Skills and Abilities</td>
<td>A commitment to the provision of high quality childcare</td>
<td>Additional skills that may be shared with the nursery. E.g. Hobbies and talents</td>
<td>Application, Interview, Practical Interview</td>
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<td>The ability to demonstrate effective time and resource management.</td>
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<td>The ability to be attentive to a planned timetable whilst retaining the flexibility needed when caring for young children</td>
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<td>A basic level of computer literacy with a range of IT skills.</td>
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<td>Ability to implement basic systems for child records</td>
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<tr>
<td>Personal Qualities</td>
<td>Good organisational, record keeping and planning skills</td>
<td>A passion for providing excellent childcare</td>
<td>Interview, Practical Interview, References</td>
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<td>Punctuality</td>
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<td>Excellent communication skills</td>
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<td>Reliability</td>
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<td>Essential</td>
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<td>Ability to work independently and to manage own time effectively</td>
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<td>Ability to work within an effective team</td>
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<td>Neat and Professional Appearance</td>
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<td>Ability to communicate with parents, to be warm, knowledgeable and approachable</td>
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<td>Flexibility with the needs of the employer</td>
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<td>Ability to use own initiative</td>
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<td>Additional Factors</td>
<td>Understanding of Equal Opportunities and our commitment to all our children and their families</td>
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<td>Application</td>
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<td></td>
<td>The work requires normal physical effort. It involves lifting and handling of children, play equipment and other resources. It requires involvement in practical activities and the physical care of young children.</td>
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<td>Interview</td>
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<td>The post holder must carry out their duties with full regards to the settings Health &amp; Safety Procedure and Equal Opportunities policy</td>
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