St Andrew's Prep
EASTBOURNE

Job Description- Nursery Assistant

If you like spending your day finding the biggest puddles to jump in, searching for minibeasts, getting covered in glitter, making a muddy swamp for dinosaurs, or organising a teddy bears' picnic in the woods then this is the role for you!

We are seeking a friendly and reliable Nursery Assistant to join our team at St Andrew's Prep School in Eastbourne. You'll be joining a high-performing team, and with exciting developments underway, this is a fantastic time to join us.

St Andrew's Prep Nursery provides a happy, safe, and stimulating environment for children between the ages of 9 months to 4 years and is set right at the heart the school. The Nursery has access to many of the Pre-Prep and Prep facilities, including a state-of-the-art sports hall, indoor swimming pool, Forest School site and extensive playing fields. As the school is located so close to the sea, the Nursery staff take the children to the seafront to explore the beach.

With a wealth of history, the school being founded in 1877, today at St Andrew's Prep Nursery we offer children a wide variety of learning experiences and they quickly begin to develop spiritually, morally, culturally and socially whilst enhancing their creative talents. It is through living and working in a positive and creative atmosphere that children learn to feel secure in themselves and their surroundings.

We encourage children to be resourceful and resilient, as well as to be mindful, respectful and kind.

1. The Role

We are looking to recruit a Nursery assistant to work with and support the Room Leader in ensuring that children receive the highest possible standards of care and education. To assist in classroom management and with the welfare of all the children in the Nursery to support their learning, and personal, social, and emotional development.

2. General Duties

Working within established guidelines to:

- Ensure that the children are safe, secure, and happy inside and outside, whilst they are at Nursery
- Assist in the planning and teaching of the Early Years Foundation Stage framework
- Organise time and effectively use creative and practical skills with a range of material resources
- Maintain and support in the production of a welcoming and enabling indoor and outdoor environment, providing a positive context for learning
- Positively interact and support children in their play, fostering their enthusiasm for learning by offering experiences and activities that are challenging but achievable
- To act as a Key Person to a group of children in your room and observe, assess and record these children's development, including completion of online learning journeys or similar
- To act as a Key Buddy to other children in the event that their Key Person is absent
- To assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
- Operate the highest standards of hygiene and cleanliness in the bedding, nappy-changing area, and food preparation areas.
- To undertake and coordinate relevant 2-year progress checks for identified children.
- To assess children's progress, maintain records, and provide written reports to parents/carers in accordance with school policies and schedules.

- To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To understand the cultural, religious, ethical, or personal preference issues that some parents may have in relation to their child
- To work as part of that team and contribute positively to the staff team. To be a role model of good practice to other members of staff
- To look upon the department as a 'whole,' and if your own classroom is quiet, consider where your help could be most utilised within the nursery, e.g., end-of-day jobs in the communal areas.
- To ensure records are properly maintained, e.g., daily attendance register, medication accident and incident book, risk assessment, daily checks, care plans for children, etc.
- Maintain and clean all resources used by the children
- Work as an enthusiastic member of the team in either Pre-Prep or the Nursery, as required
- Play a full part in the life of Nursery and the wider school
- Regularly planning and implementing activities that support developing skills within your cohort
- Implementing 'in-the-moment' planning in line with the Early Years Foundation Stage, including the Characteristics of Effective Learning
- Reflecting on your practice, incorporating any new initiatives as appropriate and continually evaluating current Early Years thinking
- Deputising for the Room Leader during short periods of absence
- Assisting with minor incidents or accidents and ensuring that records are updated
- Any other duties appropriate to the post as directed by your Line Manager.

3. Safeguarding Duties

- All staff at St Andrew's Prep and Nursery are required to take responsibility for providing an environment in which children are safe, feel safe and can learn, whether in or outside the setting.
- Working closely with the children on a daily basis means that a child may make disclosures or staff may notice indicators of possible abuse or neglect. Staff have a responsibility to be familiar with the procedure of passing on concerns to the DSL or appropriate agency.
- All staff must therefore:
    - Be familiar with St Andrew's Prep's systems which support safeguarding, including the Child Protection and Staff Behaviour policies, and the role of the designated safeguarding lead (DSL)
    - Have knowledge of the early help process and of referrals to social services.
    - Identify children who may benefit from early help; know the signs of abuse and neglect and of what to do if a child makes a disclosure.
    - Keep up to date with child protection training.
    - Always act in the best interests of the child.
    - Maintain good links and dialogue with the children's families.
- Through strict adherence to the staff code of conduct and common-sense precautions staff will not only protect the children but also their own reputation and that of the St Andrew's Prep and Nursery.

4. Person Specification

- Experience in similar work in a similar environment
- Must have suitable experience in working with children aged under 24 months
- Must have full and relevant level 3 or above early years qualification and an understanding of the Early Years Foundation Stage (EFYS)
    - NNEB
    - NVQ Level 3 Early Years Care and Education
    - NVQ Level 3 Early Years Educator

- NVQ Level 3 Children and Young People's Workforce
- Diploma in Early Years
- BTech in Early Years

- GCSEs in English and Mathematics, Grade C or above, or equivalent
- Good knowledge of EYFS and Early Years practice
- SEND experience or experience with individual needs

5. Terms and Conditions:

Hours of Work: Full or part-time, all year round

Available Working Patterns:

- Part-time: Monday, Thursday, and Friday 7.45am - 4.15pm (including 30 min unpaid break)
- Full-time: Monday to Friday, either 10am - 6pm (including 30 min unpaid break) or 7.45am – 4pm (including 30 min unpaid break)

Salary: £13.50 hourly rate

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt into the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Holiday: Six weeks paid annual leave plus Bank Holidays pro rata.

Other Benefits:

- Free meals during working hours when the dining hall is open
- Life Assurance
- Free use of Charity facilities including pool and gym
- Free tickets to College productions
- Access to our SPARKS App where you can book virtual GP and physio appointments for yourself and your immediate family.
- Staff car park

6. Application Process

To apply, please visit https://www.standrewsprep.co.uk/contact/employment-opportunities/ and click the **Apply Now** button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.

Closing Date: Friday 2 October 2026

Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

For further information please contact Human Resources Department on hr@eastbourne-college.co.uk or tel: 01323 452288.

7. Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post holder will be engaging in regulated activity.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) to assess their suitability to work with children.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.