



ALTON
SCHOOL



Nursery Practitioners

(Full time & Part time)



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Alton is an excellent independent School in Hampshire educating pupils from 6 months to 18 years. The School attracts bright, talented pupils, not just those who are academically gifted, but those who have something to offer and will make the most of the opportunities we provide.

**“The minute you step foot in
Alton School you feel the sense of
family, care and community.”**

Alton is an all-through School with a clear academic offer, one that recognises global demands, one that encourages ambition and one that is holistic and prepares our young for the world that they will inhabit.

We are a school that celebrates progress, that is truly rigorous, purposeful and that aims to always achieve the highest educational standards. At the centre of this one school community approach is a continuous educational and pastoral journey which is planned strategically for each student

Our guiding principles, drawn from the Constitutions of our founders, the Sisters of Our Lady of Providence, recognise that excellence is not just about outstanding academic results. We believe in a broad, liberal education which nurtures mind, body and soul.



Dear Applicant

I am delighted that you are interested in a position at our school. Entering or changing your employment is always a significant move so before you make a final decision, I thought you may find it useful to get an overview of what it is like to work at Alton School, our ethos and our community.

Learning is at the centre of everything we do. Myself I identify as a teacher first and feel very fortunate that I still have the opportunity to teach at Alton School. I firmly believe that the classroom is where the magic happens and therefore every decision that we make is focused upon ensuring our students receive the best education and that learning in the classroom is always excellent.

We are also a community that listens. How we communicate really matters, whether to each other as staff, to our students, our parents or other members of our school community. Transparency, honesty and the opportunity to have your voice heard are critical in building relationships and as a result my door is always open.

Finally, we are a community that loves. Based upon our Catholic ethos, we are centred upon demonstrating Christian love throughout our community. We understand the importance of outreach and the mission to help those less fortunate than ourselves and, as a school community, we are fully committed to charity work and helping those in need.

Alton School is a wonderful place to work: it is caring, honest, open and supportive. We are a community that thrives upon cooperation and there is a clear and distinct family feel about our school. Our welcome is warm and our desire to always help is distinctive. I know that people relish working here and I can only recommend it as a fulfilling and happy place to work.

I hope that after reading about our current vacancies, you will decide to apply and join our Alton School community. We look forward to extending a warm Alton School welcome to you.

With very best wishes

Mr Karl Guest
Headmaster



Job Description

Reports to:	Director of Nursery
Part Time/Full Time:	Monday to Friday – Various hours
Summary:	To take responsibility for children in the Nursery/ Early Years Department
Salary:	Alton School Pay Scale £21,091 to £22,173 pa full time, free parking, free lunch, and generous pension and holiday

Responsibilities and Duties

- to participate in preparing for and undertaking the delivery of the EYFS to individual children across the age/ability range
- to participate in planning as required, to meet the needs of the individual child
- to keep records of attendance and progress of all children up to date as required
- to ensure all developmental records are kept up to date
- to observe and assess children as part of everyday practice
- to attend to children's personal needs as required
- to ensure smooth transition within the foundation stage
- to produce and update relevant curriculum resources as required
- to take joint responsibility for room and Early Years corridor displays
- to welcome and greet the children/parents/carers on arrival
- to ensure all risk assessments and health & safety checks are completed
- to ensure the room is fit for purpose at the start of each session
- to ensure the room is left tidy at the end of each day
- to attend regular team meetings
- to attend training as required both internally and externally to extend and update current knowledge
- to attend to any needs of the children

Pastoral

- to uphold the ethos of the Nursery and Alton School
- to display commitment to the protection and safeguarding of children
- to act as a key person/co person to a group of children with a range of abilities and needs as required
- to be aware of the needs of the children including: safety/comforting/settling/behavioural, and to help with health and hygiene matters



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- to ensure the room and all equipment is in a safe, clean and tidy condition, complying with health and safety regulations and is ready for use by the children
- to organise the drinks and food at meal times and breaks as required
- to adhere to health & hygiene regulations at all times
- to assist in the clearing up after meals or snacks as required
- to complete children's home link sheets/books on a daily basis.
- to prepare the children for home time ensuring they take their belonging with them
- to liaise with the Nursery Director/ Director of Lower School as appropriate on pastoral matters
- to be aware of confidentiality at all times

Liaison (in and out of school)

- to liaise with other members of the Early Years department within the preparatory school as required
- to make yourself available to liaise with parents to discuss progress or concerns at a mutually convenient time to both parties. It should be accepted that this may at times be outside of normal working hours
- to assist in the preparation of / prepare written reports on children as required
- to keep informed and updated of major changes in the Early Years curriculum
- to attend staff meetings, planning meetings and other meetings as required which may be outside of normal working hours
- to attend INSET meetings, courses and conferences as required
- to work closely with all members of the Early Years Department
- to be supportive of your work colleagues
- to attend and participate in school functions as required such as Christmas bazaar and Summer fete
- to work as part of a team
- to ensure all record keeping is kept up to date at all times
- to undertake supervisory duties and other duties as required
- to adhere to the Early Years policies and procedures
- any other duties as deemed appropriate by the Director of Nursery

Applications

Please email your application to Amanda Comfort, Human Resources Advisor;
acomfort@altonschool.co.uk Please include:

- a completed application form
- the completed Equal Opportunities Monitoring Form
- a CV – this is optional but may be included if you wish to complement the above

All applications will be acknowledged.



Person Specification

Qualifications and Experience	Essential	Desirable
A knowledge and understanding of room organisation, learning strategies and working with a free flow environment;	✓	
EYFS welfare, learning and development requirements; Planning, statutory requirements of legislation	✓	
NVQ level 3 or equivalent	✓	
Foundation Degree or BA in Early Years		✓
Establish and develop effective relationships with parents and the community	✓	
Communicate effectively (both orally and in writing) to parents and children	✓	
Be reflective and learn from past experiences	✓	
Promote the school and nursery's aims positively	✓	

The Successful Candidate

The ideal candidate will be caring, energetic and enthusiastic and will enjoy being part of a busy, supportive and professional team.

Alton School is committed to safeguarding and promoting the welfare of children. Applicants undergo enhanced child protection screening relevant to the post, including checks with past employers and the DBS.



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