



Elstree School

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Candidate brief for the position of
Nursery Practitioner – Pre-Prep
To commence January 2027



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About Pre-Prep

Thank you for your interest in working at Elstree Pre-Preparatory. We hope the following information is useful for you.

Elstree Pre-Prep consists of seven classes catering for boys and girls from 2-7 years old. It was founded in 1993 with just eight pupils and now caters for around ninety children. It is located alongside the Prep School allowing us to take full advantage of the wonderful grounds and facilities at Elstree. The children are taught in classes by their class teacher for the majority of the day but have specialist teachers for Music, French, Drama and PE.





We are a close community and pride ourselves on the very special, warm environment that has evolved since our inception, influenced largely by the family principles of Elstree School. We are often the first experience of school life and understand how important these initial steps on the educational road are. We understand each parent's desire for their child to feel happy and secure and consider our role in the children's development and happiness to be a very privileged one. Our committed, energetic and enthusiastic staff look forward to working in partnership with parents throughout their child's time at the Pre-Prep. All children are valued as individuals and are encouraged to explore and develop their talents to the full.

It is our aim to maintain high academic standards within a strong pastoral community where traditional values and innovative thinking go hand in hand.



Early Years

Nursery and Reception classes follow the Foundation Stage Framework, learning through play and practical activities, both in the classroom, in our outdoor play areas as well as in the extensive grounds of Elstree School. Flexible sessions, including lunch if required, are offered to children in the Nursery on days to suit both children and parents.





The teachers in Nursery and Reception work closely together, often exploring the same themes or stories with the pupils. In addition, they both have access to the Early Years Garden and take it in turns to plan outdoor activities for the children.



During Reception, teaching follows the Development Matters Document. Lessons and learning experiences are stimulating and fun and the children's interests are put first. It is our aim for our children to adore their time at school and to develop a love of learning.

The Role: Job Description **Nursery Practitioner from January 2027**

We are seeking to appoint a passionate and enthusiastic Nursery Practitioner to complement our Pre-Prep teaching team from Lent Term 2027. This is a full time, position 8:00am – 4.15pm Monday to Friday (term time only plus additional days for INSET training). The role will be generally based in our Nursery class, although some flexibility may be required. There is also a requirement to undertake a 'Ducklings' session one evening per week to 6pm and to run an afterschool club to 4.30pm one day a week as part of your contracted hours (you will be paid the additional time for this).

Main purpose

Our Nursery Practitioner will work with early years and key stage one class teachers to raise the learning and attainment of pupils. You will work with the class teachers to promote pupils' independence, self-esteem and social inclusion. In addition, you will give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement. You will also provide emergency cover for absent Nursery, Reception and Key Stage 1 teachers, with support if necessary, following the teacher's planning.

Specific tasks and duties:

- Provide appropriate care and supervision of the children at all times
- Promote a happy and welcoming atmosphere for children, parents, staff and visitors.
- To act as a key person for an allocated group of children, developing secure, nurturing relationships with children and positive partnerships with their families.
- Planning activities and developmental steps for individuals and groups of children
- Work with the Nursery Teachers and Head of Pre-Prep to ensure consistency across the classes in the EYFS framework, and policies.
- Completing children's developmental and observation records and reports and liaising with families
- Preparing the classroom and resources ready for lessons and tidying up activities once completed
- To prepare and maintain attractive, stimulating and well-organised indoor and outdoor learning environments.
- Listening to children read, reading to them and telling them stories
- Assisting children who need extra support or extensions to complete tasks
- Supporting the class and specialist teachers to plan learning activities and next steps
- Observing children and collecting evidence within the EYFS to complete records



- Supporting teachers in managing class behaviour
- Escorting the class, taking them to and from specialist lessons
- Supervising group activities
- Undertake any other professional duties that may be reasonably assigned by the Nursery Teacher eg. School trips, end of term plays
- Completing First Aid duties
- Taking an active part in school outings and sports events
- Undergoing training as and when required
- Accurately completing administrative tasks
- Assisting with the early morning, break time and after school activities, on a rotational basis
- Sitting with a group of children at lunch, encouraging a healthy diet and good table manners
- Ensuring all working practices meet the ISI standards and requirements

Wider expectations:

- To attend staff briefings, INSET and staff meetings
- To take an active role in your own professional development, attending courses as required and sharing information with colleagues as appropriate to encourage development of other members of staff
- To contribute to the co-curricular life of the school as appropriate which includes running a 'Ducklings' session to 6pm at least one evening per week during term time and a activity club.
- To contribute positively with the team
- To support other children and teachers, other than the class you are directly associated with, when appropriate
- You may be asked to cover classes due to teacher absence

About you: Person Specification

Qualifications	Essential	Desirable
Good basic education to GCSE level in literacy and numeracy, or the equivalent	✓	
NVQ Level 3 qualification in Early Years (or equivalent) or working towards	✓	
Understanding of EYFS curriculum	✓	
Paediatric First Aid qualification		✓
Professional Experience	Essential	Desirable
Passionate about working with children	✓	
Enjoys the company of children	✓	
Experience of Independent Preparatory education		✓
Personal Competencies and Skills	✓	
Committed to promoting and safeguarding the welfare of children	✓	
Support the school's pastoral system, within the year group, class, and individual pupils.	✓	
Have a warm and encouraging personality	✓	
Excellent verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire pupils	✓	
Patience	✓	
Sense of humour	✓	
Team player	✓	
Ability to maintain confidentiality	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Demonstrate good organisation skills	✓	
Good ICT skills	✓	



Hours of work

Five days per week, 8.00am - 4.15pm, Monday to Friday (term time only plus additional days for INSET). There is also a requirement to undertake a 'Ducklings club' - extended provision one evening per week to 6pm and this will be paid in addition to your regular hours and you will also be asked to run an afterschool club to 4.30pm as part of your contracted hours and you will be paid the additional time for this.

You may be required to work on a Saturday morning each term for our 'Open Morning', although this is usually done on a rota. You will be expected to stay for one evening each term until 7.30pm to assist with Parents' Evenings.

School lunches, tea and coffee are provided every working day during term time.

Probationary period: 4 months

Salary

Salary can be discussed at interview and will depend on your skills and experience. Our salaries can be discussed and can start at £18,976 (£26,243 FTE) depending on your qualifications and experience. Your Ducklings hours will be paid in addition to these salaries.

How to Apply

If you are interested in applying for this post, please complete the application form by 9am on 30th October. Your application should be submitted by email to our Head of HR, Rachel Pither to apply@elstreeschool.org.uk.

Short-listed candidates will be asked to attend an interview. If you have any questions, please do not hesitate to contact us.

Please be aware that applications will be processed on receipt and that the advert may be withdrawn should a successful candidate be found.

The school is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.