

WINTER GARDENS ACADEMY – NURSERY ASSISTANT

Contract:	Fixed term contract – until 31 st August 2026
Hours:	31 hours per week
Working weeks:	38 working weeks – term time only
Scale:	Scale 3, Point 5–6
Salary:	£17,882.56 – £18,166.35 (depending on experience and qualifications)
Application Closes:	Tuesday 6 th January 2026 Midday
Interview Date:	Week commencing 12 th January 2026
Start Date:	ASAP after interviews

Nurture, Encourage and Support – Nursery Assistant Wanted!

Are you passionate about early childhood development? Winter Gardens Academy, part of the South Essex Academy Trust (SEAT) is looking for a caring and patient **Nursery Assistant** to join their warm and supportive team!

At SEAT, we believe in **belonging, compassion, curiosity, and empowerment**—values that shape our commitment to excellence in education. In this role, you will play a vital role in supporting the day-to-day running of the nursery whilst supporting children's emotional, physical and educational development.

You will be working 8:30am – 3:30pm Monday – Thursday, and 8:30am – 1:30pm Friday, term time only.

What's in it for you?

- A supportive and inclusive work environment where you're truly valued
- A **Leadership Academy** to fuel your professional growth
- A strong focus on **staff well-being** through our Employee Assistance Programme
- The chance to be part of a committed, forward-thinking team that empowers both pupils and colleagues

Take the Next Step:

Visits to our school are warmly welcomed and encouraged. Please contact the office team directly at 01268 699305, to schedule an appointment. We hope to meet you.

We encourage you to submit your application at your earliest convenience as we reserve the right to close this job opportunity early.

Winter Gardens Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.

As part of the South Essex Academy Trust, we are an equal opportunities employer.

How to apply:

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities).

Once completed please send to recruitment@seacademytrust.co.uk along with your Recruitment Monitoring Information form.

Please take care to complete the application in full as incomplete applications will not be considered.

Job Description and Person Specification below

Job Description Nursery Assistant

Job Title	Nursery Assistant
Grade	Scale 3 Point 5–6
Reports to	Nursery Manager
Responsible for	N/A
Liaison with	Nursery Manager
Job Purpose	To work in partnership with class teachers to support social, emotional, educational and welfare needs of nursery/early years' children in line with early years' goals, codes of practice and school policies and procedures.
Principal Accountabilities	To provide a stimulating, educational, and safe environment where children can thrive and reach their full potential. To supervise pupils during activities, play, and mealtimes, while also building positive and supportive relationships with both the children and their parents or carers.
Duties	<p>Pupil Support and Interaction</p> <ul style="list-style-type: none"> • Interact with, and support pupils, according to individual needs and skills. • Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties; have knowledge of and use appropriate equipment/resources. • Promote positive pupil behaviour in line with school policies and help keep pupils on task. • Promote the inclusion and acceptance of children with special needs, ensuring access to activities through appropriate clarification, explanation and resources. • Assist pupils with snack/meal times, including preparation of food, assisting with eating and clearing up as appropriate. • Attend to pupils' personal needs, including help with social, personal hygiene, welfare and health matters, including minor first aid. • Escort pupils to their parents/carers at the end of the session. <p>Learning, Planning and Assessment Support</p> <ul style="list-style-type: none"> • Assist in planning and evaluation of activities with the Early Years Leader, providing feedback on pupil progress and behaviour. • Monitor and record pupil activities, progress and development. • Assist with assessments and Individual Education Plans (IEPs). • Support learning and development by arranging and providing resources for lessons and activities under the direction of the Early Years Leader. <p>Attendance and Behaviour Monitoring</p> <ul style="list-style-type: none"> • Work closely with the Attendance Leader and Attendance Advisor to plan and implement strategies to improve pupil attendance. • Collate and analyse behaviour logs and provide feedback to staff and senior leaders.

	<p>Parental and Pupil Transitions</p> <ul style="list-style-type: none"> • Attend parents' evenings and meetings to provide information to parents, under the direction of the Early Years Leader. • Be involved in interviews and induction for new children. <p>Classroom and Resource Preparation</p> <ul style="list-style-type: none"> • Assist with the preparation, maintenance and control of stocks of materials and resources. • Assist with the display and presentation of pupils' work. • Assist with escorting pupils on educational visits. <p>Collaboration and Professional Support</p> <ul style="list-style-type: none"> • Liaise with other staff and provide relevant information about pupils as appropriate. • Assist the Early Years Leader with the training and support of student NNEBs.
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • Attend relevant training and take personal responsibility for own CPD. • Attend relevant school meetings as required. • Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. • Contribute to the overall ethos/work/aims of the school. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy. • The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Person Specification for Nursery Assistant

1. Qualifications and Experience	Essential	Desirable
Experience of administrative work in a busy office environment.	✓	
Educated to NVQ Level 2 in Early Years Education.	✓	
First Aid Qualification.	✓	
Knowledge of general school policies and procedures.		✓
Knowledge of H&S policy and procedures.	✓	
Good reading and writing skills.	✓	
Ability to count and undertake calculations.	✓	
Ability to use photocopier.		✓
Ability to use word processor and basic databases.		✓
2. Communication	Essential	Desirable
Ability to complete forms, write routine letter.	✓	
Ability to exchange verbal information clearly and sensitively with children and adults.	✓	
Seek support to overcome communication barriers with children and adults.	✓	
Ability to consult with colleagues.	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy.	✓	
Understand and support the differences in children and adults and respond appropriately in relation to the role.	✓	
Basic understanding of the learning experience provided by the school.	✓	
Basic understanding of the way in which children develop.	✓	
Understand the importance of physical and emotional wellbeing.	✓	

Ability to support children who may be unwell.	✓	
4. Working with others	Essential	Desirable
Understand the role of others working in and with the school.	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	✓	
Ability to work effectively with other adults in the school.	✓	
Ability to work on own.	✓	
Ability to provide timely and accurate information.	✓	
5. Responsibilities	Essential	Desirable
Good organisational skills.		✓
Ability to work accurately with attention to detail.	✓	
Ability to manage own time effectively.	✓	
Ability to follow instructions.	✓	
6. General	Essential	Desirable
Demonstrate a commitment to equality.	✓	
Working knowledge and good understanding of Health & Safety.	✓	
Understand and implement child protection procedures.	✓	
Understand procedures and legislation relating to confidentiality.	✓	
Be prepared to develop and learn in the role.	✓	