



# Lancing College

Appointment of a  
Nursery Assistant

## **The College**

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an area now managed as an educational farm. The remainder is let to a tenant farmer. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. More recently a new library, Art School and an additional girls' house have been formed by conversion. There is also major investment in funds for scholarships and bursaries.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school with an intake of local, national and international pupils: a proudly cosmopolitan community. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014.

The Headmaster, Mr Dominic Oliver, has been in post since September 2014.

## **Little Lancing**

In September 2019, Lancing College launched a new Day Nursery and Forest School which is located within the grounds of the Lancing Estate in a specially refurbished building with extensive grounds. Little Lancing is co-managed with Tops Day Nurseries. The nursery is open from 7am to 7pm and caters for up to 68 children aged 2 months to 4 years; it is open 51 weeks of the year. The ethos of Little Lancing aligns with that of the College, however whilst welcome, there is no obligation/expectation that children will transfer into the Lancing College schools.

## **General**

Lancing College requires of all its employees a high standard of behaviour and integrity when undertaking duties and when in contact with pupils, parents, fellow employees, and visitors alike.

## **The Appointment**

Lancing College is seeking to appoint a full time Nursery Assistant which is an exciting opportunity to begin/continue your career in Child Care.

The ideal candidate must be passionate about supporting the running of a fun, stimulating, and safe nursery for children, alongside wanting to grow and progress their career opportunities.

## **Reporting**

The Nursery Assistant will report to the Nursery Manager and Deputy Nursery Manager.

## **Duties and Responsibilities**

- Contribute to a programme of activities that meet the individual needs and interests of children and the Early Years Framework.
- To act as a Key Person to a small group of children, to be the first point of contact with their parents and to be responsible for maintaining their learning journal and monitoring and reporting on their developmental milestones
- Build good working relationships with parents and other family members, alongside management and other colleagues.
- Assist with daily, weekly and monthly checks around the nursery and assist in making sure the nursery is clean and safe at all times.
- To be committed to the safeguarding of all children in the nursery and your direct care

## **Person Specification**

Ideally, we are looking for someone who is passionate about childcare/development and ensuring each child's safety is a priority at all times. You will be extremely positive and outgoing, with a real passion for developing your career as a childcare professional. You will be provided with a fantastic support network and career development opportunities.

We are looking for someone who is enthusiastic and committed about working with children with some experience in caring for children, ideally within a nursery setting.

You will need to have excellent communication skills and be able to engage effectively with other team members and senior management.

## **Essential skills/qualifications**

- Hold a full and relevant Early Years qualification either Level 3 or equivalent (Level 2 working towards Level 3 may be considered)
- Have experience with children ages 0-5 years old
- Have a basic knowledge of the EYFS
- Ideally have an up-to-date Paediatric First Aid, Safeguarding and Food Hygiene Certificate
- Excellent communication skills
- Be flexible with start and finishing times
- Be a team-player who is enthusiastic, hardworking, and committed to a career within childcare
- Committed to the safeguarding and protection of children
- Values and respects the views and needs of children

## **Desirable skills/qualifications**

- Experience/knowledge of Children's Act and OFSTED requirements
- Paediatric First Aid Certificate within 3 years
- Knowledge of Health & Safety legislation
- Resilience with the ability to work well under pressure
- Committed to continuous personal and professional development
- Valid driving license and access to own car

This job description sets out the main duties at the time it was drawn up. Such duties may vary but without changing the general character of the duties or the level of responsibility entailed.

## **Terms and Conditions**

- Highly competitive salary
- Working hours will be 40 hours per week. Some flexibility is required, and you may be required to work occasional extra days and evenings for which time off in lieu will be given. We would consider applications for flexible working including part time hours, job share, etc.
- Free on-site parking, uniform and training provided, free hot lunches
- The annual holiday entitlement is five weeks plus recognised Public Holidays.
- The employment is subject to a probationary period of six months. During the probationary period, one months' notice will be required on either side after which two months' notice or the statutory minimum will be required.
- Lancing College participates in a contributory pension scheme. The employee will be eligible to participate in this scheme after three months' employment. Lancing College will contribute a sum equal to 5% of the employee's salary provided that the employee contributes 5% or more.

## **Applications**

Applications should be made using the application form which is available from the College website [www.lancingcollege.co.uk](http://www.lancingcollege.co.uk) and returned to [hr@lancing.org.uk](mailto:hr@lancing.org.uk).

Informal conversations about the post may be arranged with the Nursery Manager, Rachel Martini [rmartini@lancing.org.uk](mailto:rmartini@lancing.org.uk)

## **Further Information**

- Lancing College is a no smoking and nut-free site.
- Unfortunately, due to the large number of applications received, the College is unable to acknowledge every application. The College will only notify those candidates who have been successfully shortlisted for interview. Therefore, if applicants have not had a reply from the school within 21 days of the closing date, they can assume that their application has been unsuccessful.

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

**The successful applicant will be subject to a Disclosure and Barring Service check.**

**Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence. In addition, and where applicable, successful candidates will be required to produce a 'letter of professional standing' issued by the relevant professional regulatory authority as proof of past conduct.**