



LANCING COLLEGE

Little Lancing Day Nursery & Forest School

Nursery Apprentice



The Nursery

In September 2019, Lancing College launched a Day Nursery and Forest School which is located within the grounds of the Lancing Estate in a specially refurbished building with extensive grounds. The nursery is open from 7:30am to 6:30pm and caters for children aged 2 months to 4 years; it is open 51 weeks of the year. The ethos of Little Lancing aligns with that of Lancing College, however whilst welcome, there is no obligation/expectation that children will transfer into the Lancing College schools.

Job Title: Nursery Apprentice

Reports to: Nursery Manager / Deputy Nursery Managers

Key Responsibilities

- To contribute to a programme of activities that meet the individual needs and interests of children and the Early Years Framework.
- To work with the Early Years Foundation Stage Framework that meet the individual needs and interests of children.
- To build strong working relationships with parents and family members, alongside management and other colleagues.
- To assist with daily, weekly and monthly checks around the nursery and assisting in ensuring the nursery is clean and safe at all times.
- To be committed to the safeguarding of all children in the nursery as well as in your direct care.

Skills and Qualifications

- Experience working with children aged 0-5 years (desirable).
- Working towards a Level 3 Early Years qualification.
- Basic knowledge of the Early Years Foundation Stage (EYFS).
- Enthusiastic, hardworking, and committed to a career in childcare.
- Excellent communication and teamwork skills, with the ability to use initiative.
- Flexible with working hours and able to adapt to nursery needs.
- Resilient and able to work effectively in a busy environment.
- Committed to safeguarding and promoting the welfare of children.
- Values and respects the individual needs, views, and development of every child.
- Dedicated to continuous personal and professional development.
- Paediatric First Aid, Safeguarding, and Food Hygiene certificates are desirable.

Employee Benefits

- Complimentary lunch for those working either side of lunchtime.
- Free parking at our on-site car parks.
- Cycle-to-work scheme.
- Additional leave between Christmas and New Year.
- Access to books, DVDs and magazines from the College Library.
- Support for professional CPD where this related to an individual's role.
- Flexible working is something which varies from role to role, but it is a benefit we try our very best to accommodate where possible.
- Comprehensive wellbeing support from the Employee Assistance Programme, offering a 24/7 support helpline and wellbeing tips including professional advice.
- Free tickets to College musicals, dance and drama performances.
- Staff events, Christmas parties and other opportunities to socialise and relax with colleagues in our welcoming nursery team.

Terms and Conditions

- The salary for this position will be in line with the national minimum wage, based on the postholder's age and in accordance with current legislation.
- Hours of work will be 40 hours per week (36 nursery-based hours, plus 4 hours study time). Some flexibility is required as you may be required to work occasional extra hours, for which time off in lieu will be given.
- The School currently operates a Group Personal Pension subject to scheme rules which may vary from time to time. The School shall initially pay a sum equivalent to 5% of your basic Salary into the pension scheme subject to contribution by you of at least 5%. You can alternatively opt to make a contribution of 7.5% and the School will match this. Minimum contributions may vary to reflect the prevailing legislative requirements.
- The employment is subject to a probationary period of six months. During the probationary period, one week's notice will be required on either side after which two months' notice will be required.

Further Information

Lancing College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to an enhanced DBS disclosure which the College considers satisfactory, the receipt of satisfactory references, the College's pre-employment medical questionnaire and sight of relevant original ID documentation and qualification certificate(s).

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.

Lancing College conducts online searches for shortlisted candidates. This check is undertaken based on the requirements set out in Keeping Children Safe in Education 2025. The check helps us to ensure safe and robust checks on the suitability of individuals to work within our Nursery.

To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointed interview panel will conduct the search and will only share information when findings are of a concern. The appointed panel may explore any concerns passed to them as part of our due diligence process.

The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands, and final warnings (including those which would normally be considered "spent" under the Act) must be declared. If you have a criminal record this will not automatically debar you from employment. Instead, each case will be assessed fairly by reference to the Lancing College's objective assessment.