LANCING COLLEGE

Little Lancing Day Nursery & Forest School

Nursery Assistant (Level 3)



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 Assistant

Reports to: Nursery Manager / Deputy Nursery Managers

Welcome Incentives

- £750 welcome bonus upon successful completion of probation
- £250 refer a friend bonus upon successful completion of probation

Key Responsibilities

- To contribute to a programme of Early Years activities with the nursery and outdoors environment to support children's learning.
- To work with the Early Years Foundation Stage Framework that meet the individual needs and interests of children.
- To act as a key person to a small group of children and being the first point of contact for their families.
- To take ownership in being responsible for maintaining children's learning journals and monitoring/reporting on their developmental milestones.
- 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 always clean and safe.
- To be committed to the safeguarding of all children in the nursery as well as those in direct care.

Person Specification

A qualified Nursery Assistant professional (Level 3 or above) with a keen interest in developing knowledge and practice of Little Lancing's approach.

Skills and Qualifications

- Hold a Level 3 up to Level 6 Early Years qualification or equivalent.
- Experience of working with children between the ages of 0-5.
- Good understanding of the Early Years Foundation Stage framework.
- Ideally have an up-to-date Paediatric First Aid, Safeguarding and Food Hygiene certificate.
- Strong IT skills including use of tablets.

- Excellent communication skills.
- Working knowledge of relevant Health & Safety legislation.

Personal Characteristics

- Ability to be flexible and adaptable.
- Passionate about creating a caring and nurturing environment for children.
- Ability to work independently and collaboratively with the nursery team.
- Resilient and demonstrates the ability to work well under pressure.
- Positive attitude to all aspects of Nursery and Forest School life.
- Committed to continuous personal and professional development.

Desirable Criteria

- Possess up-to-date Paediatric First Aid, Safeguarding and Food Hygiene certificates or willing to attend training for this.
- Experience with or knowledge of Children's Act and OFSTED requirements.
- Live within a comfortable commuting distance from the nursery.
- Valid driving licence and access to own car due to rural location.

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

- Salary £14.47 per hour.
- Hours of work are to be agreed upon appointment, with a degree of flexibility on either side. You may be required to work the occasional extra day and evenings 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 2026. 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.