

**Claverham Day Nursery**  
**Nursery Assistant**  
**(Bank Staff)**

Information for Applicants

Manager: Mrs S Hennessy

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 774548  
Fax: (01424) 774106  
e-mail: [nursery@claverham.org](mailto:nursery@claverham.org)  
Website: [www.nursery.claverham.org](http://www.nursery.claverham.org)

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Dear Applicant.

**Re: Nursery Assistant (Bank Staff)**

Thank you for your enquiry regarding the vacancy for the above named post to join our team of bank staff.

This is an exciting opportunity to join a dedicated and motivated nursery. The successful candidate will be nurturing, hardworking and a team player

The post will be paid on:

Unqualified – Single Status 2 point 4 £17,711 per annum (hourly rate £9.60 on a claims basis;

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the Nursery and College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org). Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure and a Childcare Disqualification Check.

If you require any further information, please call 01424 774548.

Yours sincerely,



Mrs S Hennessy  
**Nursery Manager**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very

well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.

## **Claverham Day Nursery**

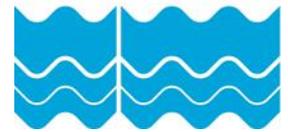
We are a popular, well established nursery that provides high quality childcare for those aged 3 months to 5 years. We are open from 8.15 am to 5.45 pm weekdays, 51 weeks of a year (we are closed for one week at Christmas and on bank holidays).

Claverham Day Nursery is owned by East Sussex County Council and situated in the grounds of Claverham Community College. Our aim is to provide a consistently high standard of care and education within a safe and stimulating environment.

We are registered to care for a maximum of 40 children. We offer 6 places in the baby room (3 months – 2 years), 10 in the toddler room (2 years – 3 years) and 24 in the family room (3 years to 5 years).

All children in the nursery are assigned to a key worker who will give them time and support to develop at their own pace. Each room contains toys, equipment and books suitable for that age group and all children have access to our enclosed outside play areas, which we have recently improved as a result of grant funding from 'Awards for All'.

Our latest Ofsted report is available at <http://www.ofsted.gov.uk/inspection-reports/find-inspection-report>.



## EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

**JOB TITLE:** Nursery Assistant (Unqualified)

**SCHOOL:**

**LOCATION:**

**GRADE:** [East Sussex Single Status Grade 2](#)

**RESPONSIBLE TO:** Nursery Manager

### **Purpose of the Role:**

To work effectively as part of the Nursery team, providing a stimulating and caring environment for pre-school children.

### **Key tasks:**

1. Help prepare and participate in a range of activities that promote each child's physical, intellectual and emotional needs to enable each child to reach their full potential.
2. Assist the Nursery Practitioners with activities to encourage speech and language and social interaction between the children and their carers.
3. Work with a key group of children under the supervision of the Nursery Manager, observing, monitoring and recording each individual's development.
4. Promote the philosophy of 'learning through play'.
5. Support children in acquiring self-help skills including dressing, feeding, toilet training and an awareness of personal hygiene.
6. Attend staff and team meetings as appropriate.
7. Help ensure that the Nursery meets safety and hygiene requirements and to report any issues to a senior member of staff.
8. Be aware of and comply with the Nursery's Child Protection Policy, Confidentiality Procedures and other Nursery Policies.

9. Keep up to date with developments in childcare through regular training as appropriate.
10. Work under supervision to maintain records and documentation that comply with statutory requirements.
11. Ensure that everyone is treated as individuals with respect and full consideration, in line with the Nursery Equal Opportunities Policy.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Ability to follow instructions or work on own initiative as necessary
- Ability to communicate effectively with parents, carers and other professionals
- Able to converse at ease with customer and provide advice in accurate spoken English
- Ability to implement high health and safety standards
- Ability to work effectively as part of a team
- Ability to establish positive relationships with children

### Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- QCF level 2 Maths and English

### Desirable education and qualifications.

These criteria will be evidenced via certificates, or at interview

- Working towards NVQ 2/3 in Childcare and Education

### Essential knowledge

These criteria will be assessed at the application and interview stage

- An understanding of children's development

**Desirable knowledge**

These criteria will be assessed at the application and interview stage

- Basic knowledge of Paediatric First Aid

**Essential experience**

These criteria will be assessed at the application and interview stage

- Experience of working with children

**Desirable experience**

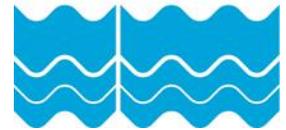
These criteria will be assessed at the application and interview stage

- Experience of working in a childcare setting

**Other essential criteria**

These criteria will be assessed at the application and interview stage

- A commitment to giving children and families the opportunity to reach their full potential
- A commitment to Equal Opportunities
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge
- A commitment to continuing professional development

**EAST SUSSEX COUNTY COUNCIL****Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	<input type="checkbox"/>
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	X
Using power tools	<input type="checkbox"/>
Exposure to noise and /or vibration	<input type="checkbox"/>
Food handling	X
Exposure to blood /body fluids	X

## The Selection Process

The interview process will involve:

- A visit to the Nursery;
- Formal interview.

We look forward to receiving your application.