



Park Community School, Middle Park Way, Havant, PO9 4BU

Early Years Assistant (Nursery)

Fixed Term to 31/12/2025 in the first instance

Term Time Only

Salary: B Grade £24,027 pa (Full Time Equivalent) – Pro Rata Salary £20,552

37 hours per week, hours of work vary on a rota basis between 7.30am to 6.00pm Monday to Friday,

Benefits include Local Government Pension Scheme and Staff Discounted Nursery Fees

Park Community Nursery is a modern nursery set within the grounds of Park Community School in Leigh Park. We provide childcare for children aged 3 months to 5 years. We are looking for an Early Years Assistant to support the nursery team to achieve the very best results for the children's safety, wellbeing and learning.

Responsibilities will include:

- Welcoming children and settling them into nursery as well as the preparation of children for collection by their parent or carer.
- Key worker responsibility for a group of children, observing, monitoring, reviewing and recording the development of each child.
- Attending to the physical needs of children in the age range including feeding and nappy changing; to foster their development, independence and self-reliance; PE, toilet training/supervising.
- Participating in taking children out of the nursery on activity visits e.g. shopping, park, library and act in loco parentis, in the absence of parents
- Assisting in the implementation of a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child are met
- Encouraging children to explore and investigate structured play activities and games, developing social and motor skills.
- Maintaining good working relationships with parents and as required participating in meetings with parents and carers.

The ideal candidate will hold at least a Level 2 qualification in childcare, with previous experience within a childcare setting and an understanding of safeguarding and health and safety including first aid. However, we are also interested in hearing from those wishing to study towards an Early Years qualification via the apprenticeship route.

Closing date: 6 May 2025

To apply for this position, please download a support staff application form from www.pcs.hants.sch.uk/employment.php and once completed, e-mail it to recruitment@pcs.hants.sch.uk. We look forward to hearing from you.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.