



Highfield Priory  
Independent Day School  
and Nursery

Headmaster: J M Duke B Ed Hons

Dear Applicant,

**Welcome to Highfield Priory School and Nursery!**

Do You Have What It Takes to Join Our Great Team?

Are you a qualified Early Years Practitioner?

Do you have a Level 3 qualification or above?

Do you have a kind and friendly nature? Do you inspire, challenge, play games with and, above all, care for young children?

Then we would like you to join the Highfield Priory School Nursery Team!

Our Nursery children have their own request:

*We would love someone who is fun and can make us laugh and who always knows when we need a cuddle! We need someone who loves to spend time with us and who understands how our minds work. We enjoy a challenge and we like solving problems together. Please make our days fun, interesting, challenging and exciting! We love coming into our Nursery and we love our Nursery staff: we are going to love meeting you too!*

The successful candidate must be passionate about the job and committed to extremely high standards of childcare and early learning.

In return we offer all staff who work at Highfield Priory School the following additional benefits: a contributory pension scheme, Medicash Wellness Programme, free parking and access to a childcare voucher scheme, reduced fees for children aged 2 and above, additional days holiday and finally all staff have the option to enjoy a freshly prepared lunch with the compliments of the school.

If you wish to apply for this position, please complete the application form and return it with a covering letter to [recruitment@highfieldpriory.co.uk](mailto:recruitment@highfieldpriory.co.uk). Alternatively, please complete the electronic application form on the Indeed website. You are welcome to submit a current Curriculum Vitae if you wish, however, a completed application form with a full employment history must still be provided.

Successful applicants will be required to attend an interview, on a date to be agreed.

**Job Description**

**Overall Purpose:**

To provide a safe, supportive and caring environment for learning, developing positive relationships with the children, parents and colleagues while maintaining strict confidentiality at all times. To give assistance and support to all staff in the classroom, in whatever capacity, to enable them to perform their duties effectively

Highfield Priory School Limited, Fulwood Row, Fulwood, Preston, PR2 5RW  
Telephone: Office 01772 709624, Email: [schooloffice@highfieldpriory.co.uk](mailto:schooloffice@highfieldpriory.co.uk), Website: [www.highfieldpriory.co.uk](http://www.highfieldpriory.co.uk)



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and efficiently in the education and development of young children and to provide relevant stimulus and activity for children in the after school facility and, if required, in the school's Holiday Club.

**Key Duties and Responsibilities:**

Share in the planning and enhancing provision of the Nursery and Pre-School and in the preparation of equipment before the activities of the day and clear away equipment after use.

Assist, with other staff, on rotation with the school's after care and Holiday Club facility.

Understand and respect the need for consistency of care for the children.

Assist in providing a safe, supportive and caring environment for young children in the care of the School and Nursery ensuring that all aspects of each individual child's development are given full consideration.

Ensure that clean and hygienic standards are maintained at all times. This includes daily cleaning rotas, nappy changing and other nursery/housekeeping duties.

Maintain and follow all Health and Safety policies and procedures at all times.

Develop a thorough knowledge of all the operational policies and procedures for the school and Nursery, ensuring that they are followed and respected at all times.

Have a good working knowledge of the current requirements of the "Early Years Foundation Stage" and ensure that your practice meets and aims to exceed the requirements.

Be proactive in the process of activity planning, child observation and learning journeys on a regular basis and as requested by your Line Manager / Nursery Manager.

Ensure communication with children, parents and the team is both appropriate and respectful.

Maintain confidentiality about all matters.

Involvement and enrolment in company training courses to be undertaken and completed which may, at various times, be outside normal working hours.



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To be involved in developing and delivering a stimulating and creative atmosphere within the group.

To provide staff cover within the nursery group and school as requested by the Senior Management Team.

To attend staff meetings, professional development training, (in house or external), inset courses and meetings as appropriate and as directed by the head master which may at various times be outside working hours.

To be a role model for junior members of staff.

**The nursery operates a varied rota to balance the needs of parents and staff alike. A full time role hours of work are 8am to 6pm (3 days) 8am to 3:30pm (2 days) and for a part time role the hours are 8am to 6pm (2 days) 8am to 3:30pm (1 day). We are open to negotiation on other combination of working hours.**

### **Employment Information:**

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications declared in their application.

To carry out other tasks required by the Headmaster from time to time pertinent to the efficient running of the school.

I look forward to receiving your application.

Yours faithfully,

Mr J M Duke  
Headmaster