

#EMATters



Application Pack
Nursery Nurse



“Every child deserves to
be the best they can be”

Welcome to Shepherdswell Academy

We're a secondary school based in Oundle in Northamptonshire, proudly rated GOOD by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and we are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every child.

At Shepherdswell Academy 'together we learn and grow' and we strongly believe in developing each child's character, layering them with as many experiences as we can in order for them to grow emotionally, socially, spiritually and academically. Our children are fantastic and they deserve the best there is and to be cared for by the best there are.

Together with strong community links, we share leadership, staff and administration with our neighbouring primary school, Orchard Academy, including a specialist social communication department, known as Aspen, which offers a fantastic facility for children from schools to learn and develop in a specialist environment.

Staff wellbeing is important to us, and when you become part of the #EMATers community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

This is an exciting time to join the Shepherdswell Academy family. If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in Shepherdswell Academy.



Zoe McIntyre
Executive Director of Primary Education



Post Description:	
Post title:	Level 3 Nursery Nurse
Responsible to:	EYFS Lead/Head of School
Liaising with:	Nursery staff including Lead Practitioner EYFS Lead/Head of School/Executive Head Teacher School staff Parents and carers
Pay range:	TA/Support Staff pay scale pro-rata of SCP 2-3
Contract terms:	35 hours over 5 days (8:15am to 3:45pm) 39 weeks/year (Term time plus training days)
Closing Date:	14 th March 2025
Interview Date:	18 th March 2025

Job Purpose

Working with the EYFS staff team to deliver high quality childcare and education throughout the nursery for 2 to 4 years.

Responsibilities include:

- assist in the daily operation of the nursery
- to be a member of a multi-disciplinary team, communicating and working together to create an environment in which children's development is fostered and in which good relationships grow
 - take responsibility for promoting and safeguarding the welfare of children
 - assist in providing a high quality of teaching and offer appropriate stimulation and support to all children including those with special educational needs and those for whom English is an additional language
 - assist in planning, creating and implementing nursery activities and events suitable for all children
 - be responsible for implementing systems of observation and record keeping so that children's progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
 - ensure records are properly maintained, e.g. daily attendance register, accident and incident records,
 - develop partnerships with families and liaise closely with parents/carers,
 - ensure the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times
 - ensure that all legal and statutory requirements are implemented; to provide reports as required.
 - adhere to the schools' policies and procedures
 - promote positive behaviour
 - assist in the preparation and cleaning up of activities
 - advise the Early Years Lead of any concerns, accidents/incidents
 - attend in-service training and meetings as required
 - carry out any other tasks which may reasonably be required as part of this post



Attribute	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> L3 Early Years Educator / Early Childhood Studies (full qualification with assessment element). 	<ul style="list-style-type: none"> Current Paediatric First Aid Certificate
Experience	<ul style="list-style-type: none"> Experience of working in and Early Years setting Sound understanding of child development and of children's learning needs Sound knowledge of the EYFS and Characteristics of Effective Learning Ability to support with the planning and implementation of a stimulating Early Years curriculum, outdoors and indoors skills. Experience of assessment within early years. 	<ul style="list-style-type: none"> Experience of working with children with special educational needs Experience of working with children whom English is an addition language.
Knowledge and skills	<ul style="list-style-type: none"> Ability to take the initiative Ability to work constructively within a small team Good communication skills Good IT skills to support learning Ability to engage parents and support their involvement in children's learning Commitment to Equal Opportunities and understanding of religious and cultural diversity Ability to monitor children's progress and write regular reports 	<ul style="list-style-type: none"> Monitoring behaviour and well-being.
Personal qualities	<ul style="list-style-type: none"> A deep professional interest and joyful enthusiasm for working with children A love of nature and working with children outdoors in all weathers Plenty of enthusiasm and energy Honesty, reliability and a sense of humour 	



Compiled by:	Revision Number
Approved by:	Revision Date ___/___/___

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out their responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what their duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

How can I apply?

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process, please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

Vacancy Closing Date: 14th March 2025

Interview Date : 18th March 2025

About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.





Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.



Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

Every child deserves to be the best they can be, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

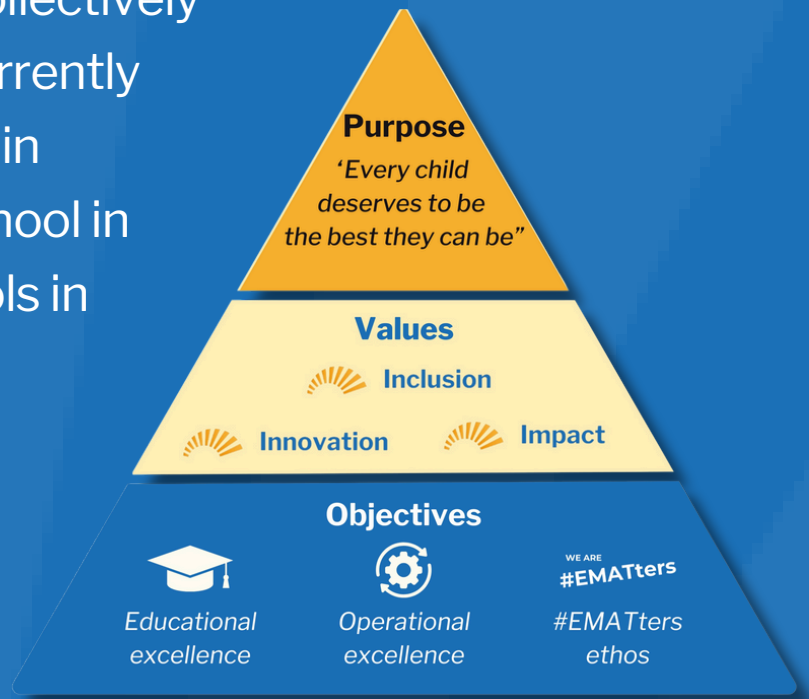
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via hrqueries@emat.uk

Joshua Coleman
Chief Executive
East Midlands Academy Trust



About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



“Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

