



HEATHFIELD KNOLL SCHOOL

ENRICH. CHALLENGE. PREPARE.

POSITION: Level 3 Early Years Practitioner

RESPONSIBLE TO: Head and Deputy Head of EYFS

WORKING PATTERN: Minimum 37.5 hours, subject to the needs of the nursery.

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Heathfield Knoll School reserve the right to short-list and subsequently appoint ahead of the published deadlines.

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WELCOME



Thank you for considering the role of Nursery Practitioner at Little Cedars Day Nursery. The successful applicant will join the school at an exciting time as we expand and grow our nursery setting. With the move of the nursery into newly refurbished rooms within the school grounds of Heathfield Knoll School.

We are looking for someone who has a love of learning and the ambition and desire to benefit from a growing school with new opportunities. The successful candidate will value relationships with all members of our small school community. I very much look forward to reading your application and invite you to speak with me directly should you have any questions in advance.

Lawrence Collins,
Headmaster

Hello,

I'm Celia, and I've worked in Early Years for over 30 years, mostly at The Knoll School and now at Heathfield Knoll. We're recruiting a new team member with enthusiasm, excellent communication skills, patience, and a real passion for early years care and education.

Heathfield Knoll values and supports its staff's professional development. You will be joining us at a very exciting time as our nursery has recently relocated within the school grounds to its beautiful new home — Little Cedars. This newly refurbished setting provides a warm, welcoming, and purpose-designed environment for children aged 3 months to Reception age, supporting their learning and development in a fun and inspiring way.

Thank you for your interest. I look forward to your application.

Celia Swain
Head of Early Years



THE SCHOOL

Nestled in the Wolverley countryside, Heathfield Knoll School holds an enviable reputation as the leading independent school in the Wyre Forest and wider region. Founded in 1620, our heritage combines the traditions of Heathfield and The Knoll Schools, with enduring values of nurture, relationships and care through a personalised approach to education.

Children join Little Cedars Day Nursery from three months, moving to Preschool at around three years, with the main school welcoming pupils aged five to eighteen. The school is set in over 30 acres of mixed woodland surrounding a beautiful country house. These extensive grounds support a creative curriculum, including Outdoor Learning and an outdoor classroom.

We provide a well-structured education in small, nurturing groups where every child is supported to thrive academically and personally, growing into confident, articulate and considerate young people.

At Heathfield Knoll School and Little Cedars, we recognise and value the vital role of our staff. We offer a positive, inclusive and rewarding working environment, with benefits including:

- Free hot lunches
- Workplace pension scheme
- Occupational sick pay
- Access to private health and life insurance
- A strong focus on wellbeing, including optional termly counselling sessions

By looking after our team, we create a happy, motivated environment where both staff and children can thrive.



ALDATES GLOBAL EDUCATION



ALDATES
GLOBAL EDUCATION
Wellbeing | Sustainability | Inclusion

From January 2020 Heathfield Knoll has become part of Aldates Global Education.

Aldates Global Education's executive team is based in St. Aldate's, a few steps from the University of Oxford's Wellbeing Research Centre, with whom they are also proud to be the founding partner, allowing them to stay at the forefront of educational research and wellbeing initiatives. Aldates Global's collaboration with the Wellbeing Research Centre at Oxford University ensures that the mental and emotional health of students remains a top priority.

Aldates Global are proud of our links with academic leaders in their fields, and we use these links to inform and influence pedagogy, process, and policies to create a better learning environment for students and teachers.

To embed best practices in their schools, and to enable teachers to build on their current strengths, Aldates Global Education will:

- Offer an enhanced CPD programme.
- Facilitate a Professional Learning Network to support achievement and progression.
- Invest in organisations outside the schools that can enhance the educational experience of our students.
- Invest in technology and foster the technological skills of staff and students.

THE EARLY YEARS DEPARTMENT

Opened in September 2025, Little Cedars Day Nursery sits in a beautifully refurbished setting within the grounds of Heathfield Knoll School. Now a well-established part of the school community, it welcomes children from three months up to Reception age in a calm, engaging and nurturing environment designed to support every stage of early development.

Our key worker system helps each child form a close, trusting relationship with a familiar member of staff. This approach supports emotional wellbeing and individual progress, while also giving parents regular opportunities to share updates and talk about their child's day. Children thrive in Little Cedars' warm and friendly atmosphere, and parents can feel confident their child is cared for in a safe, stimulating space.

Heathfield Knoll Preschool provides the perfect bridge from nursery to Reception. In a supportive, play-based environment, children develop confidence, curiosity and independence through hands-on exploration and discovery. Staff plan inspiring activities tailored to each child's needs and interests, gradually introducing a more structured curriculum and ensuring a smooth transition into school life.

Wrap-around care is available from 7:30 am – 6:00 pm during term time, including a popular breakfast and after-school club with creative and outdoor activities.



JOB DESCRIPTION



POSITION: Level 3 Early Years Practitioner

RESPONSIBLE TO: Head and Deputy Head of EYFS

WORKING PATTERN: Minimum 37.5 hours, subject to the needs of the nursery.

HOURS: Between 7.30 am to 6.00 pm, 50 weeks of the year (some flexibility required).

PAY: Sliding scale depending on experience and qualifications held.

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- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
 - To work as part of a team to provide and maintain an enabling, stimulating, safe learning environment, both indoors and outdoors. This must meet the individual needs of each and every child in the setting, supporting play learning and development.
 - To give support to other staff within the setting.
 - To build and maintain strong partnerships working with parents and other professionals to enable children's needs to be met.

JOB DESCRIPTION

KEY RESPONSIBILITIES

- To effectively deliver the EYFS ensuring that the individual needs and interests of children in the setting are met (in conjunction with other team members).
- To support the team to monitor and evaluate children's learning through a range of assessment and monitoring strategies, including completion of the 2-year check, children's observations, individual planning and identifying next steps.
- To provide objective and accurate feedback and reports for parents and other professionals on children's achievements, progress and related matters.
- To develop and maintain positive and sensitive relationships with parents and carers to support their role in children's learning.
- To provide constructive feedback on children's progress/ achievement, on a day-to-day basis verbally, written or through parent meetings.
- To keep records of your key children's development and learning journeys and individual profiles to share with parents, carers and other key adults in the child's life.
- Support all staff and engage in a good staff team.
- To develop and maintain strong partnerships and communication with parents/ carers to facilitate day-to-day caring and early learning needs.
- To ensure the provision of a high-quality environment to meet the needs of individual children having an awareness of any additional needs, family cultures and medical histories.
- To advise deputy EYFS/ senior practitioner of any concerns, e.g. our children, parents, the safety of the environment, preserving confidentiality as necessary.
- To be involved in out-of-working hours activities, e.g. training, monthly staff meetings, summer fayre and so on.
- To be flexible within the working practices of the setting, undertaking other responsible duties where needed such as domestic tasks preparation of meals and snacks, cleaning of equipment, etc.
- To work alongside the manager and staff team to ensure that the school/ setting's philosophy is fulfilled.

JOB DESCRIPTION

KEY RESPONSIBILITIES

- To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
- To develop your role within the team, showing commitment to personal, professional development and training, especially with regard to being a key person.
- To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
- To be aware of the high profile of the school/ setting and to uphold its standards at all times, both in work hours and outside.
- To support fellow nursery practitioners, students and volunteers.
- To ensure a good standard of health and safety, hygiene and cleanliness are maintained at all times.
- To contribute to and provide information as directed by the Head of EYFS, for example, SENCo, Safeguarding Officer, Risk assessment Officer etc.
- Your working week may include some areas in Nursery and Wrap around care/ Holiday club.

ADDITIONAL DUTIES

- To be aware and familiar with the Schools Policy on Safeguarding and relevant reporting procedures should there be a concern regarding the welfare of the children.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task may not be identified.

This job description is current at the date shown, but in addition to the duties outlined above, you may be asked to undertake any other duties which may reasonably be regarded as within the nature of duties and responsibilities of the post. Any changes of a permanent nature will be fully negotiated with you and incorporated into the job description.

PERSON SPECIFICATION

Candidates should possess the following desirable traits, training, and experience, or be willing to develop them through CPD.

EDUCATION AND TRAINING

- Minimum of a relevant and recognised Level 3 qualification.
 - Evidence of ongoing personal development training.
 - Desire to continue with professional development.
 - To gain a recognised Professional Status i.e. Early years Professional Status (EYPS).
 - Recent Paediatric First Aid certificate.
 - Basic Food Hygiene.
 - Knowledge of legislation relevant to Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006.
 - Knowledge of Child Development and children's needs.
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RELEVANT EXPERIENCE

- Experience working with under 2's
 - Experience in working with children.
 - Experience of working in an early years setting.
 - Experience of implementation of EYFS.
 - Experience of working in partnership with parents.
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ADDITIONAL FACTORS

- Ability to work with parents/ carers/ families to encourage partnership working.
- Ability to work as part of a team.
- Possess a level of general computer literacy with a range of IT skills.
- Good organisational skills.
- Ability to demonstrate creative abilities.
- Understanding of Equal Opportunities.
- Awareness of Health and Safety.
- Awareness of practical Hygiene issues.
- Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary.