



Bank Staff Nursery Assistant Role

Recruitment Pack

2025

Dear Applicant

Re: Bank Nursery Assistant

Thank you for the interest you have shown in the above role. Please find enclosed the specific role requirements and duties for this post detailed within this document.

Due to expansion and increased numbers, we are looking at recruiting Bank Nursery Assistants to join our team.

We are seeking enthusiastic, motivated, talented workers to be a part of our continued growth and success providing high quality education for children from three months to five years. You will be an excellent team player and role model to all staff and children.

Terms of Service

The terms and conditions of the post are:

1. Salary: £Minimum wage per hour
2. Hours of work: Monday to Friday between 8:00am till 6:00pm as needed. We must state that the Nursery is under no obligation to offer you work, and for legal reasons all work offered and accepted will be separate from the next. No mutuality of obligation shall subsist between engagements. Likewise, by joining our Bank you are under no obligation to accept work when it is offered to you.

How to Apply

To apply for this role, please follow this link <https://playstudiomontessorinurseries.com/vacancies> to complete the application form.

Please note that due to the nature of this role, the successful candidate will be asked to apply for an Enhanced check with Barred List Check (Children) for regulated activity through the Disclosure and Barring Service. This will contain details of all convictions on the Police National Computer including cautions, reprimands or final warnings which would not be filtered in line with current guidance. A criminal record will not necessarily be a bar to obtaining employment.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. We have several policies and procedures in place including, Safer Recruitment, Safeguarding and Child Protection, to ensure the welfare and safety of all the children in our care. We will work with external agencies and share necessary information when any concerns arise.

Templesprings Childcare Services Ltd (the employing body for the nursery) aims to maintain a professional, caring and efficient workforce. In dealing with applications for employment we intend to select the best available person for every vacancy, regardless of gender, race, marital status, disability, religious beliefs, political beliefs, age or sexual orientation.

Your role will be appraised on a regular basis by the Proprietor during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Whilst the role description contains specific responsibilities, it is expected that you will have a high degree of integrity and initiative in managing your own performance and self-evaluation.

If you would like further information before deciding to proceed with your application, please contact us on (01375) 800979 or email info@playstudiomontessorinurseries.com

BANK HOURS: If you are successful in obtaining a bank position within Play Studio Montessori Nurseries, the following will apply;

- No contract of employment shall exist between you and Little Owls Day Nursery.
- Hours are not set or guaranteed.
- Availability of work on our Bank will vary dependant on many factors within the Nursery.
- The Nursery is under no obligation to offer you work, and for legal reasons all work offered and accepted will be separate from the next.
- No mutuality of obligation shall subsist between engagements. Likewise, by joining the Bank you are under no obligation to accept work when it is offered to you.

Please sign below to confirm that you understand and agree with this statement. If you require any further information before continuing with your application, please do not hesitate in contacting the HR Department on 01375 800979.

Signature:.....Date:.....

Job description

1.	<p>JOB TITLE: Bank Nursery Assistant</p> <p>REPORTS TO: Nursery Manager / Deputy Nursery Manager</p> <p>ACCOUNTABLE TO: Nursery Manager</p> <p>DEPARTMENT: Nursery</p> <p>PLACE OF WORK: Any premises operated by the Company</p>
2.	<p>VISION:</p> <p>The nursery provides a caring, safe, nurturing and happy learning environment for all children and young people and is a place where everyone is known and valued. United our staff are passionate, positive and professional in their work and encourage children to learn and develop as individuals.</p> <p>An ethos of delivering high quality care and early education is one that is shared with all.</p>
3.	<p>JOB SUMMARY:</p> <ol style="list-style-type: none"> 1. To provide a high standard of care for children cared for in the setting. 2. To work as part of a team in order to provide an enabling environment in which each individual child can play, develop and learn. 3. To build and maintain strong partnership working with parents to enable children's needs to be met.
4.	<p>MAIN RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. 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). 2. To keep records of your key children's development and learning journeys and share with parents, carers and other key adults in the child's life. 3. To develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs. 4. To ensure you always adhere to and follow procedures in relation to meeting the needs of individual children having an awareness of any disabilities, family cultures and medical histories. 5. To advise manager/deputy of any concerns, e.g. over children, parents, the safety of the environment, preserving confidentiality as necessary. 6. To be involved in out of working hours activities, e.g. training, monthly staff meetings, open days etc. 7. To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as domestic tasks, preparation of snacks, cleansing of equipment, etc. 8. To read, understand and adhere to all policies and procedures relevant to your role.

	<p>9. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.</p> <p>10. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.</p> <p>11. To ensure good standards of safety, hygiene and cleanliness are maintained at all times.</p> <p>12. Undertake any other relevant duties as reasonably requested by the Nursery Manager/ Deputy Nursery Manager.</p> <p>NB This job description may be amended in consultation with the post holder in the light of on-going, changing Organisational needs.</p>
<p>5. HEALTH & SAFETY:</p>	<p>All employees have a duty of care towards themselves and others in relation to the Health and Safety at Work Act 1974. As such your duties will include:</p> <ol style="list-style-type: none"> 1. Making yourself familiar with our health and safety policy. 2. To abide by the above-mentioned general health and safety rules, procedures and responsibilities at all times. 3. No action is to be taken by you which could threaten the health and safety of yourself, other employees or other persons. 4. At all times to report any unsafe conditions, or acts. 5. To undertake any training as required by the organisation that may help you achieve the above responsibilities.

Person Specification

<p>1. ESSENTIAL</p>	<ol style="list-style-type: none"> 1. Desire to work with young children in an early years setting 2. Ability to communicate well with adults and children 3. Ability to work as part of a team
<p>2. DESIRABLE</p>	<ol style="list-style-type: none"> 1. Desire to gain a relevant Early Years Qualification at Level 2 and/ or Level 3 2. Experience in working with/ caring for young children 3. Knowledge of child development and supporting individual children's needs

REHABILITATION OF OFFENDERS: Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 as amended. Therefore, you are required to disclose all information about convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

All applicants aged 16 years or over who are offered employment where they are based at our **Hospice** will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings which would not be filtered in line with current guidance.

Please read the following carefully before answering the next question.

List of offences which will always be disclosed on criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service: Arrangements were introduced on 29th May 2013 to filter out certain old and minor convictions and cautions for criminal record certificates and enhanced criminal record certificates issued by the Disclosure and Barring Service (DBS). These arrangements are set out in The Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013 ("the Order").

The rules covering filtering are as follows: **Convictions**

A conviction received when the person was 18 or over will not be disclosed only if:

- (i) 11 years have elapsed since the date of conviction; (ii) it is the person's only conviction; and
- (iii) it did not result in a custodial sentence.

Even then, it will only be removed if it does not appear on the list of specified offences which must always be disclosed. If a person has more than one conviction, then details of all their convictions will always be included.

A conviction received when the person was under 18 would become eligible for filtering after 5.5 years – unless it is on the list of specified offences which must always be disclosed, a custodial sentence was received or the individual has more than one conviction.

Cautions

A caution received when the person was 18 or over will not be disclosed if six years have elapsed since the date of issue – and if it does not appear on the list of specified offences which must always be disclosed.

A caution received when the person was under 18 will not be disclosed if 2 years have elapsed since the date of issue – but only if it does not appear on the list of specified offences which must always be disclosed.

List of specified offences which must always be disclosed

Certain offences are considered so serious that they will always be disclosed, regardless of when they took place and the person's criminal record. These offences are described in the Order and a list of offences which are always disclosable has been derived from the Order and set out below. Please see <https://www.gov.uk/> for list.

Do you have any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance? Yes

No (If YES, please provide details below)

I have read the above statement and understand it.

Signed _____ (applicant) Date _____

Having a criminal record will not necessarily bar you from being employed by us. This will depend on the nature of the position applied for and the circumstances and background of your offences. The DBS Code of Practice and our full policy statement on the recruitment of ex-offenders are available on request.

DECLARATION: I declare that:

1. I have not been convicted or cautioned for a criminal offence in another country.
2. I am not currently the subject of any police investigation and/or prosecution in the UK or any other country.
3. I am not currently the subject of any investigation or proceedings by anybody having regulatory functions in relation to health / social care professionals, including such a regulatory body in another country.
4. I have never been disqualified from the practice of a profession or required to practice it subject to specific limitations following a fitness to practice investigation by a regulatory body in the UK or another country.

Please note: If you are unable to confirm all points above, please clearly cross out the statement(s) that does / do not apply and we will contact you to discuss further.

Signed _____ (applicant) Date _____