

Role Profile: Nursery Assistant Practitioner
Location: Oakfields Preparatory School
Function: Early Years / Education
Reporting to: Head of Early Years / Headteacher

Start Date: September 2026
Contract: Permanent, Full-Time

Oakfields Preparatory School is an independent day school located in Upminster, where tradition meets dynamism, creating an extraordinary pathway of opportunities for pupils aged 3 to 11.

At Oakfields, we prioritise small class sizes and provide a nurturing and stimulating environment. We are dedicated to delivering a bespoke and enriched curriculum tailored to each child's needs. Our commitment to excellence extends beyond academics; we prioritise the holistic development of each child, fostering their caring nature and building confidence.

We offer an energetic and diverse range of extra-curricular activities and enrichment programmes aimed at increasing learning opportunities for all children, ensuring a well-rounded educational experience.

The school now has an exciting opportunity for an experienced Nursery Assistant Practitioner to join our fantastic team.

Role Purpose

The Nursery Assistant Practitioner plays a key role in providing a safe, nurturing, and stimulating environment where children can learn, develop, and thrive. Working as part of the Early Years team, the postholder will support the planning and delivery of engaging learning experiences that promote each child's physical, emotional, social, and cognitive development in line with the Early Years Foundation Stage (EYFS) framework.

The Nursery Assistant Practitioner will build positive relationships with children, parents, and colleagues, ensuring high standards of care, safeguarding, and wellbeing are maintained at all times. Through effective teamwork, observation, and support, the postholder will contribute to creating an inclusive and welcoming environment that enables every child to reach their full potential and develop a lifelong love of learning.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Role overview**What you'll bring****Essential Skills & Qualifications**

- Level 3+ Early Years qualification (essential)
- EYFS experience with children aged 2–5 (essential)
- Strong commitment to safeguarding, confidentiality, and KCSIE compliance

Desirable Skills & Qualifications

- First Aid qualification (advantageous; must be completed if appointed)
- SEND experience/training (advantageous)

Key Responsibilities

- Work as part of a professional Early Years team (ages 2–5)
- Support the Nursery Supervisor and colleagues daily
- Uphold safeguarding and welfare procedures at all times
- Participate in training and planning
- Prepare and lead age-appropriate activities
- Support outdoor play and independent learning

Key Stakeholders you'll be working with

- Internal: Pupils and all school staff.
- Blenheim Schools: Colleagues across Blenheim schools.
- External: Key external relationships and parents.

Governance:

- Blenheim Schools is the proprietor of Oakfields Prep School. As such, Blenheim Schools has the legal responsibility and accountability for ensuring that the school is compliant, demonstrating the highest standard of pupil safety, quality of education and effectiveness in all areas of school life.
- Blenheim Schools do not have governing bodies. However, they all have strong and established governance arrangements and Heads are line managed by a Chair of Governors.
- Support in leading a school which is entirely compliant and provides a safe learning environment for students and staff ensuring full compliance with legislation, regulations, safeguarding policies, procedures and code of conduct.
- Safeguarding and Health & Safety governance visits are held at each school to evaluate their quality for protection for our children. During these visits, the reviewer will speak with the Head, Designated Safeguarding Lead, Educational Visits Coordinator and other staff, as well as always talking to groups of children.

- To be signed and dated by employee:
- Signed:
- Name (print):
- Date: