



Job Title: Nursery Assistant Practitioner

Responsible to: Head of Early Years/ Headteacher

Key internal contacts: Pupils and all school staff.

Key external contacts: Key external relationships and parents.

ABOUT THE SCHOOL

Oakfields Preparatory School is a thriving independent day school in Upminster for children aged 2½ to 11, where high expectations, exceptional pastoral care and a passion for innovation combine to create an outstanding educational experience.

Driven by our vision of Learning Beyond Walls and Aspiring Beyond Limits, we provide children with a broad, ambitious and enriched curriculum that extends far beyond the traditional classroom. From outdoor learning and enterprise projects to sport, performing arts and leadership opportunities, we inspire curiosity, creativity and confidence in every pupil.

At Oakfields, we believe that education is about developing the whole child. Our small class sizes, strong family partnerships and nurturing community enable every pupil to be known, valued and challenged to reach their full potential. As we continue to invest in exciting learning environments and curriculum innovation, this is an exceptional opportunity to join a forward-thinking school where staff are empowered to make a genuine difference and contribute to a culture of excellence, ambition and opportunity.

ABOUT BLENHEIM SCHOOLS

Blenheim Schools is a growing family of innovative, high-quality independent schools committed to enabling outstanding futures for every student. Our ethos centres on truly understanding each child, their talents, character and aspirations by providing a personalised, ambitious education that helps every child to thrive. We deliver a broad, enriching curriculum supported by tailored teaching and exceptional pastoral care. We celebrate individuality, nurture confidence and champion every learner so they can discover their strengths and achieve their potential.

Joining Blenheim Schools means becoming part of a collaborative, forward-thinking community that values creativity, inclusion and professional growth. Our teams are united by a shared belief in the power of education to transform lives and by a commitment to delivering outstanding experiences for students and families.

JOB 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

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Education**



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.

KEY TASK AREAS & 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

ESSENTIAL SKILLS AND 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)

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





GENERAL

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the Centre as a valued, professional asset within its community and conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required

Governance:

- Blenheim Schools is the proprietor of Akeley Wood Nursery and Junior 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:

