



Great Malvern Primary School

Part of the Mercian Educational Trust

Level 3 Nursery Nurse

June 2025

Closing Date: 10th July 2025
Start Date: 1st September 2025
Headteacher: Sarah Green
CEO: Dafydd Lawday





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Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post Nursery Nurse based in the school Nursery at Great Malvern Primary School, part of the Mercian Educational Trust. We are a growing and ambitious school with the most amazing children and a fantastic and supportive staff team who offer our pupils engaging and inspiring learning opportunities every single day.

We are looking for an experienced Level 3 qualified Nursery Nurse who is a skilled and enthusiastic Nursery Practitioner to join our team. You will work alongside a qualified Class Teacher to meet the needs of our children in preparing them for school. We are looking for someone who supports our vision and values and who will demonstrate that they can offer our community commitment.

If you want to find out more about our school, you may choose to view our website <https://www.greatmalvernprimary.com/> Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our wonderful school.

Yours faithfully,

Sarah Green

Headteacher



On a daily basis you will:

- Actively engage and support pupils in accessing the provision through skilled interactions.
- Promote the school's ethos of all children being able to succeed.
- Support positive behaviour and positive relationships with peers and adults in the setting.
- Work with children to develop their language skills.
- Work with small groups or children or 1:1 to build skills and learning within the Early Years Curriculum.
- Direct group activities within and away from the classroom including implementing 'catch up' programmes with targeted groups
- Assist in the preparation and clearing away of resources necessary for the delivery of the curriculum.
- Participate in whole school activities.
- Assist with the preparation and mounting of display materials.
- To undertake designated administrative tasks, to support teaching and learning.





The Recruitment Process

Closing Date: Thursday 10th July at 9:30am

All applicants are required to fully complete the Mercian Educational Trust application form which can be found on the [MET website](https://www.metacademies.org.uk). Completed applications should be emailed to our School Office at gmpsoffice@metacademies.org.uk or delivered to the school office. Applications in any other format will not be accepted.

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however, if this is not possible, this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all short-listed candidates and require both references to be received before the interview. We may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicant's suitability for the post linked to the job description and person specification. Please ensure your application matches these requirements. The closing date is 10th July 2025. Applicants will be invited to interview via email following shortlisting, with the interview date planned for 15th July 2025.

Please contact our School office on 01684 574219 or via email at gmpsoffice@metacademies.org.uk for further details or if you have any questions.

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check





About Our School

Great Malvern is a growing primary school that has a nurturing and forward-thinking philosophy. We are proud of our inclusive ethos and value all members of our school community. We aim to give all children an excellent start in life by ensuring they receive an outstanding education and have the opportunity to undertake a wide range of experiences.

As an early academy convertor, we are one of the founding schools in Mercian Education Trust, a small Trust comprising of five Worcestershire schools, over 6 sites and one Herefordshire school.

Our local community is mostly settled, and there are strong family connections with the school. It is not unusual for parents, grandparents, and even great grandparents of pupils to have attended Great Malvern. A large majority of staff employed in school have either attended Great Malvern, had their own children in school, or live close by.

We are proud of the way our learners are prepared for the next phase of their education and beyond, promoting our curriculum which encourages our children to be curious, determined and ambitious. We are a fully inclusive school who promote a love of learning which is enhanced by a balanced and engaging enrichment programme of additional experiences and visits.

Great Malvern School has global links with Martinshamba Primary Schools in Tanzania, and this makes a direct contribution to our creative and enriched curriculum.





About Our School



Key Information about our school	
Type of school	Primary Academy
Age Range	Nursery from 2 years 9 months School is 4 -11
Location	Lydes Rd, Malvern WR14 2BY
Trust	Mercian Educational Trust
Number of children	337
Number of classes	Nursery and 14 classes
Average class size (primary)	24
Last Ofsted Inspection	September 2024
% eligible for Pupil Premium Funding	53%
% of children with SEN	16%
% of children with EAL	2%



Job Description

Job Title: Teaching Assistant - Nursery

Salary Scale Point: Level 2 Nursery Nurse (TA2)

Employer: Mercian Educational Trust

Closing Date: Thursday 10th July 2025

Interview Date: Tuesday 15th July 2025

Starting Date: 1st September 2025

Hours: 32.5 Hours per week (6.5 hours per day)

Job Purpose

To work collaboratively with the classroom teacher with their responsibility for the development and education of children, including those with special physical, emotional and educational needs, by utilising detailed knowledge and specialist skills in specialist discipline being fully involved in all stages of the planning cycle.

This role will be supervised by classroom teacher, a designated supervisor, and/or SENDCo

This post requires the ability to perform a role that involves frequent contact with children

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



Generic Responsibilities

Under the educational plan agreed with the teacher or designated supervisor:

- To be involved in the planning cycle to ensure full and effective evaluation of children's curriculum experiences, i.e. planning for children's curriculum experiences, organising and managing learning experiences, intervene in/direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of pupils.
- Use specialist skills to foster the intellectual and social development of children.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including pupils with educational, physical or emotional special needs.
- Undertake those activities necessary to foster the intellectual and social development of children.
- To monitor individual pupils and to report progress, achievements, problems and concerns to designated supervisor.
- Actively engage in the delivery of the educational work programme and activities developed by the classroom teacher.
- To work collaboratively with the classroom teacher in the planning of work programmes for individuals and groups of children.
- To coordinate the work of individual or group of Teaching Assistants including on the job training of other Teaching Assistants.

Specific Responsibilities

- Support children to settle into the Nursery setting in the morning
- Support with teaching phonics (RWI Phase 1)





Person Specification

Experience and Education

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable
Experience of working with groups of children to deliver high quality interventions and support		✓
Excellent classroom practitioner and commitment to make learning engaging		✓
Experience in working alongside class teachers		✓
Experience of working with children with EAL		✓
Experience of working with in Early Years		✓
Experience of Phonics- Read Write Inc		✓
Experience of British Sign Language		✓
Education and qualifications		
Maths & English GCSE qualifications at Grade C	✓	
Level 3 Nursery Nurse Qualification	✓	
Qualified Status		✓
3 years experience of working in the care of children		✓



Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to work with mixed ability groups.	✓	
Supporting the policies, practices and ethos of the school	✓	
Understanding of behaviour management techniques for groups and individuals	✓	
Excellent interpersonal skills	✓	
Excellent organisational skills and ability to prioritise	✓	
Have a passion for learning and for enabling pupils to develop as enthusiastic learners	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Flexible/resilient and able to respond with good humour to the unpredictable	✓	



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Person Specification Skills and Attributes

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Skills and Attributes	Essential	Desirable
Ability to make positive and professional relationships with all members of the school community	✓	
Ability to meet deadlines and respond positively to high expectations	✓	
A friendly and approachable style, while maintaining professional boundaries	✓	
Excellent organisation skills but the ability to be adaptable and flexible	✓	
Ability to be calm and resilient when under pressure	✓	
Excellent time-keeping	✓	



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Person Specification Safeguarding

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidates' application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Personal Qualities	Essential	Desirable
Ability to perform a role that involves constant contact with children	✓	
Ability to perform a role that requires engagement in regulated activity relevant to children.	✓	

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

You must be able to perform a role that involves constant contact with children



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Benefits of Working with Mercian Educational Trust

Salary Sacrifice Schemes

Cycle to work, Electric Vehicle Leasing, and Tech Benefits

Employee Health Assistance

Our employee assistance programme gives you access to confidential, independent, and unbiased information and guidance 24/7. Employees also have access to the Wisdom App which supports wellbeing and mental health.

Career Progression

We want to encourage the career progression of our employees wherever possible, and we support staff who wish to move between our schools and the central teams when suitable roles arise.

Pension

As a teacher, you will automatically enroll into the Teachers' Pension Scheme. As Support Staff, you can opt-in to the Local Government Pensions Scheme – one of the most competitive on the market.

Collaboration

All employees have opportunities for collaboration, CPD and access to support from the central team. Teaching staff also have opportunities for guidance in all areas of the curriculum and assessment and sharing good practice.

Eye tests and Flu Jabs

All employees can access free eye tests and annual flu jab.

Free Car Parking

All employees have access to free car parking on or near the school premises.

Childcare – Wraparound discount

Employees can access wraparound care provided at any of our schools at a reduced rate of 50%. Please note: Discounts do not apply to Nursery provisions.



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