NURSERY ASSISTANT VACANCY

Comet Nursery School and Children's Centre would like to appoint a passionate and motivated member of staff to join our team as a Nursery Assistant.

Comet is an outstanding Nursery School and Children's Centre within a diverse and vibrant community.

The hours are 26.25 hour per week term time only. This is a fixed term position until December 2027.



The application form is available via our website www.cometnurseryandcc.co.uk or email admin@comet.hackney.sch.uk

We welcome visits - please call or email to book a time.

Closing Date:
Monday 30th November 2026 at 12pm

Contact Us

20 Halcomb Street N1 5RF
020 7749 9850
admin@comet.hackney.sch.uk

Hackney

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Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher







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What we can offer

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support you development through taking on projects and areas of expertise.

Who we are looking for

- Experience of working with families and children under 5.
- Someone who is enthusiastic and passionate about working with young children.
- A good understanding of the importance of high quality learning experiences both inside and outdoors.
- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.







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Job Description: Nursery Assistant

Job title:	**Learning Support Assistant**
Grade:	**Scale 2 pt 3 (£31, 222 pro-rata)**
Hours:	**26.25 hours per week, term time only**
Contract:	**Fixed term until December 2027**

Responsible to: Senior Leadership Team

Main purpose of the role:

1. Provide children with personal care, including changing nappies, assisting with toileting and changing children's clothes if needed.
2. To undertake the duties of rearranging the room for lunch, setting up and clearing tables and serving lunch to the children.
3. Prepare and serve healthy snacks for children having knowledge of children's needs and dietary requirements.
4. Organise and keep tidy the children's personal items such as nappies and clothing.

Duties/Responsibilities

1. To work alongside other practitioners to ensure that lunchtimes are a relaxed and enjoyable experience for the children- promoting familiar routines, good manners, positive relationships and appropriate behaviours.
2. To support children in their play and learning both indoors and in the outdoor area ensuring their welfare and safety at all times.
3. To be a good role model for the children by developing an environment for talk and communication while responding to their needs.
4. To work within school policy for promoting healthy eating and lifestyles and respect children's personal, cultural and medical dietary requirements.
5. To ensure that high standards and levels of care, hygiene, food hygiene and health and safety are maintained.
6. To work co-operatively and supportively as part of the Comet team.
7. To work within and follow procedures of the school's Safeguarding Policy, bringing any concerns to the attention of Designated Safeguarding Lead.

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8. To promote and work within our inclusive practice and procedures, fostering understanding and tolerance of equality issues and actively supporting the inclusion and progress of children with special educational needs.
9. To uphold the school's policy of Confidentiality and the Sharing of Information.
10. To be fully committed to working within and implementing all school policies and promote the vision and values of Comet.
11. To participate in training and development as required.
12. To carry out other reasonable duties as may be required by the Headteacher commensurate with the function and grade of the post.

Person Specification

Nursery Assistant Scale 2 SP 3 26.25hrs per week, term-time only

Criteria
Qualifications
Childcare qualifications or training
Experience
Experience of working with young children in a paid or unpaid capacity.
Skills and Abilities
Ability to relate positively to young children
To understand and apply direction from senior staff in respect of the play and learning of the children during the lunchtime period.
Provide intimate care to all children who need it and to those children who may have special educational needs
To work cooperatively as part of a team of practitioners.
Ability to promote and maintain a positive lunchtime environment and to react calmly and quickly in an emergency.
To use your own initiative and to be flexible and positive in your work.
To communicate effectively both orally and in writing.
Willingness to undertake training and development as required.
Commitment to safeguarding and promoting the health and wellbeing of the children.

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Knowledge & Understanding
To understand the importance of care routines
Understand that lunchtime is part of the children's learning and to provide a positive social experience.
Knowledge of children's personal, social and emotional development and also the physical needs of young children.
Awareness of health, safety and food hygiene issues.
Understanding of and ability to work within our inclusive setting.
Knowledge of how to keep children safe and signs and symptoms of abuse