



# **Somers Park Primary School**

**Part of the Mercian Educational Trust**

## **Nursery Assistant**

**February 2026**

**Closing Date: Monday 23<sup>rd</sup> February, 9am.**



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## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Nursery Assistant at our school, Somers Park, part of the Mercian Educational Trust (MET).

Are you passionate about making a positive difference in the early years and helping to create rich, nurturing learning experiences for our youngest children? Are you personable and good-humoured? Can you build excellent relationships with pupils, parents and colleagues?

We are looking to appoint an enthusiastic teaching assistant to join our staff

- **Nursery Assistant- 34.5 hours-** permanent in our onsite school nursery on our SP site. The successful candidate must hold an approved Level 3 Early Years qualification that appears on the DfE Early Years Qualifications List (EYQL).

The start date is **Monday 2<sup>nd</sup> March**, or as soon as possible after this date.

If you want to learn more about our school, you may choose to view our website [www.somersparkschool.org.uk](http://www.somersparkschool.org.uk) or visit the school. We look forward to receiving your application.

Yours faithfully,

Mr Chris Hansen



## Are you the Nursery Assistant we are looking for?

Are you someone  
who holds the  
children at the  
centre of  
everything you  
do?

Are you able to  
inspire curiosity in  
young children,  
using high-quality  
questioning to  
encourage them to  
explore, think and  
wonder about the  
world around them?

Can you provide  
flexible, nurturing  
and effective support  
within the nursery  
environment, helping  
to create a space  
where children feel  
safe, confident and  
ready to thrive?



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## What does it mean to be a Nursery Assistant at Somers Park?

- ☀ Somers Park Nursery Assistants are highly motivated and have a deep understanding of early childhood development. They hold high expectations for every child and are fully committed to safeguarding and promoting children's well-being.
- ☀ Somers Park Nursery Assistants are positive, nurturing individuals who are committed to the school's vision and values, and—most importantly—to the children in our care.
- ☀ Somers Park Nursery Assistants communicate effectively with young children and their families. They show empathy, patience and calmness when supporting children with a range of needs and behaviours, and they are dedicated to our Trauma-Informed approach.





## The Recruitment Process

**Closing Date: Monday 23<sup>rd</sup> February at 9 am.**

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 recruitment coordinator, Claire Evans at [cevens@metacademies.org.uk](mailto:cevens@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 candidates who are shortlisted 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 9am on Monday 23<sup>rd</sup> February. Applicants will be invited to interview via email following shortlisting, with the interview date planned for Wednesday 25<sup>th</sup> February.

Please contact our recruitment coordinator, Claire Evans, in the school office on 01684 572949 or via email at [cevens@metacademies.org.uk](mailto:cevens@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*

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## About Our School

Somers Park Primary School has grown significantly over recent years following the construction in 2018 of the Malvern Vale satellite expansion site less than a mile from Somers Park. Our two sites work very much as one, with teachers working together and children learning the same curriculum.

Growing a year group at a time, our Malvern Vale site is now full, at the seven-class capacity. We have the best of both worlds - fantastic modern facilities with a small school feel at the Malvern Vale site, accompanied by our Somers Park site, which has an established, forward-thinking culture, demonstrating proven success over several years.

We are fully inclusive, holding high expectations and aspirations for all. At our last Ofsted in the summer of 2022, we were graded as a good school, with outstanding judgements for both Early Years, and Personal Development, commenting that 'Pupils thrive at Somers Park Primary School.' We couldn't put it better ourselves!

We are proud of the way our learners are prepared for the next phase of their education and beyond. Our *Think. Know. Explain. Do.* curriculum model encourages inquisitive thinking and independent learning. The curriculum is enhanced by a balanced and interesting enrichment programme of additional experiences and visits.



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# About Our School

Key Information about Somers Park Primary School	
Type of school	Primary Academy - split site
Age Range	2yrs 9months- 11yrs
Location	Malvern, Worcestershire
Trust	Mercian Educational Trust
Number of children	609 (including 57 Nursery children)
Number of classes	23 (including Pre-school and Nursery)
Average class size (primary)	29
Last Ofsted Inspection	July 2022- Good, with Outstanding judgements for Personal Development and Early Years
% eligible for Pupil Premium Funding	20%
% of children with SEN	16%
% of children with EAL	6%



## Nursery Assistant- Details of the post

**Nursery Practitioner-** Permanent position.

**34.5 hours-** Monday- Thursday 8am- 4pm (30 minutes lunch), Friday 8am-12.30pm.

**Grade 2 (SCP5-6)**

The successful candidate must hold an approved Level 3 Early Years qualification that appears on the DfE Early Years Qualifications List (EYQL).

The start date is **Monday 3<sup>rd</sup> March**, or as soon as possible after this date.







## Job Description

**Job Title:** Nursery Assistant

**Salary Scale Point:** Grade 2 (SCP5-6)

**Employer:** Mercian Educational Trust

### Job Purpose

The Nursery Assistant plays a vital role in supporting the delivery of high-quality early years care and education. Working as part of a nurturing and enthusiastic team, the Nursery Assistant helps to create a safe, stimulating and inclusive environment where young children can explore, learn and thrive. The role involves supporting children's daily routines, encouraging their curiosity through play-based learning, and building warm, trusting relationships with both children and families. The Nursery Assistant contributes to the overall well-being, development and safeguarding of every child, ensuring they receive the highest standard of care.

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

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## Specific Responsibilities- Nursery Assistant

### Areas of supervision

- ☀ Support the delivery of high-quality, play-based learning experiences in line with the EYFS.
- ☀ Assist in creating a warm, welcoming and stimulating environment that promotes children's curiosity and well-being.
- ☀ Build positive, trusting relationships with children, supporting their emotional, social and developmental needs.
- ☀ Help to supervise and engage children during indoor and outdoor play, ensuring safety at all times.
- ☀ Contribute to daily routines such as snack times, toileting, personal hygiene and sleep routines.
- ☀ Support children with independence skills, including dressing, feeding and self-care.
- ☀ Assist in observing, recording and sharing information about children's progress with key staff.
- ☀ Help prepare learning materials, resources and play areas to meet children's needs and planned activities.
- ☀ Maintain a safe and tidy environment by following health and safety, safeguarding and hygiene procedures.
- ☀ Work collaboratively with colleagues to support smooth running of the nursery day.
- ☀ Communicate warmly and professionally with parents and carers, contributing to a positive partnership.
- ☀ Support children with additional needs under the direction of senior staff.
- ☀ Follow the nursery's policies, values and behaviour expectations, promoting a nurturing and inclusive atmosphere.
- ☀ Participate in professional development and training to enhance practice.
- ☀ Contribute to setting-wide events, activities and celebrations as required.





## **Specific Responsibilities- Teaching Assistant**

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school





## **Specific Responsibilities- Teaching Assistant**

### **Health and Safety**

- ☀ Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- ☀ Look after children who are upset or have had accidents

### **Professional Development**

- ☀ Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- ☀ Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- ☀ Take part in the school's appraisal procedures

### **Personal and Professional Conduct**

- ☀ Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- ☀ Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- ☀ Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- ☀ Respect individual differences and cultural diversity





## Supervisory Information

### Supervision Received

The postholder is directly responsible to the Headteacher

Support and challenge will be provided by:

Class teacher

Phase Leader/Senior Teacher

Senior Leadership Team consisting of Headteacher, Deputy Headteacher, Assistant Headteachers

### Principle Contacts

Headteacher

Deputy Headteacher

Assistant Headteachers

Phase Leader/ Senior Teacher

All teaching staff

All support staff within the phase

Parents and Carers

MET colleagues











## Person Specification Training and qualifications

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












Training and qualifications	Essential	Desirable
<b>Relevant/Equivalent Level 3 qualification that is accepted by DfE to work in an early years setting.</b>		
GCSE/O-Level equivalent: Maths and English Grade 9-4 (A* to C)		
Experience of working with children		
Evidence of continuing and recent professional development relevant to the post		





# Person Specification Experience

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, knowledge and understanding	Essential	Desirable
Proven experience of working with children in an early learning environment, either on placement or in paid employment.		
Good literacy and numeracy skills		
Good organisational skills		
Ability to build effective working relationships with pupils and adults		
Skills and expertise in understanding the needs of all pupils		
Knowledge of how to help adapt and deliver support to meet individual needs		
Excellent verbal communication skills		
Active listening skills		
The ability to remain calm in stressful situations		
Knowledge of guidance and requirements around safeguarding children		
Ability to interact with children and support their involvement in physical activities and outdoor play.		





## Person Specification Characteristics and Competencies

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 and keenness to promote the school's positive culture and ethos		
Ability to develop good personal relationships within a team; making an effective contribution to high morale.		
Commitment to safeguarding pupil's wellbeing and equality		
Ability to create a happy, challenging and effective learning environment		
Boundless enthusiasm, determination and drive to inspire others to achieve high standards		
An appetite and stamina for challenging work		
A solution-focused mind-set and determined "no-excuses" approach to raising standards		
A personable nature to build effective relationships with parents and all members of the school community		





# 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 enrol 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.

