



The Griffin Primary School



Sponsored by Lawrence Sheriff School

Job Description – Early Years Educator/Nursery Assistant (Level 3 Apprentice)

The Griffin Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, governors and volunteers to share this commitment. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse. Everyone who works or volunteers at the academy is subject to an enhanced DBS disclosure.

Closing Date:	12pm on Friday 8 th May 2026
Interview Date:	Monday 18 th May 2026
Start Date:	1 st September 2026
Salary:	Apprenticeship scale dependent on age and experience
Hours:	8.30 am - 11.45am & 12.15-3.45pm Monday to Friday, 39 weeks p/a (term time & training days)
Contract type:	Fixed term (for duration of apprenticeship) with potential for full time thereafter.
Reporting to:	Nursery Teacher / Early Years Lead / Headteacher

Applications should be made on the school application form, available on the school website.

The Griffin Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Griffin Primary School is a single form entry school which opened in Rugby in September 2023. With purpose-built school and nursery buildings, this is a golden opportunity to be a member of the school and plan and implement outstanding provision within a growing team. We believe that a happy school is a successful school and our vision is that all members of our school community are 'Happy, kind and confident'. We are sponsored by the outstanding Lawrence Sheriff School in Rugby, which is also the host for Coventry and Central Warwickshire's Teaching School Hub.

We seek to appoint someone who is enthusiastic, engaging and has a love and knowledge of the Early Years Foundation Stage. We are looking for candidates who want to utilise their skills, assist in providing engaging opportunities to support learning, effectively manage behaviour and keep children safe. You will also assess children's progress to inform next steps. The successful candidate will work with our Nursery Teacher and Early Years Team. You will have the opportunity for regular CPD through SCCU and the school.

JOB PURPOSE

The post holder will work under the overall supervision of the Early Years Lead and Nursery Teacher in delivering the early years phase, working with individuals and groups assisting in the provision of care, safety and welfare of children in the Nursery.

The post holder will positively contribute to the provision of:

- Learning experiences and pastoral care of children aged 2.
- Active involvement in the day-to-day management of the nursery learning environment.
- Observation and recording to monitor individual children's progress against developmental milestones.

The post holder will be a professional and positive role model when interacting with children, parents/carers and adults from other agencies.

RESPONSIBILITIES AND MAIN DUTIES:

- Contribute to curriculum planning and evaluation and assist in delivery.
- Record and implement agreed planning.
- Undertake learning experiences for children adjusting them according to children's responses.
- Contribute to assessment through observation and recording.
- Promote inclusion and the acceptance of all children in the environment, encouraging them to interact and work co-operatively with others and engage in all activities.
- Contribute to the overall aims and ethos of The Little Griffin Nursery.
- Contribute to supporting children's emotional wellbeing, 'noticing' change and sharing the information with colleagues.
- Understand and comply with policy and procedures relating to child protection and health and safety, confidentiality and data protection, reporting concerns to the appropriate person.
- Establish and maintain effective professional relationships.
- Liaise effectively with parents/carers, participating in feedback sessions and parent meetings.
- Understand and adhere to all of our policies, recognising how they relate to national and local frameworks and policies.

LEARNING AND TEACHING

- Be actively involved in the day-to-day organisation of the Nursery learning environment, including outdoor.
- Lead a group of children for short sessions
- Assist and support the development of individual children by 'being beside' them in learning experiences.
- Through observation of children's learning, record individual 'learning stories' and significant moments.
- Compile 'learning journeys' for each child documenting their success and progress.
- Contribute to and follow planning for children in the Nursery, following meetings and evaluations.

WORKING WITH CHILDREN

- Foster the development of language and literacy through speech, stories and rhymes.
- Assist in the development of communication skills via role play and other shared experiences, building upon what children know.

- Establish productive relationships, acting as a role model and always having the highest expectations.
- Assist young children with personal care, including self-care and toileting skills.
- Promote personal, social and emotional development of children and the development of high self-esteem.
- Support children consistently, while recognising and responding to individual needs.
- Monitor and provide for the general care, safety and welfare of children, including tasks connected with social education of children.

PROFESSIONAL DEVELOPMENT

- To continually develop knowledge, skills, and attitudes related to early education, family support and integrated services through reading, courses and peer support attending meetings, training and other learning opportunities as required.
- To maintain a good working knowledge of Early Years principles and the curriculum.
- To review achievements, training needs and areas for development through the yearly review process and through a process of developmental peer work.
- To keep up to date with current issues and initiatives related to family support, education and care of 2-4 year olds, under the direction of the Nursery Teacher/Early Years Lead.
- Successfully engage with and keep up to date with the apprenticeship
- To engage with and keep up to date with the apprenticeship and the learning this requires.

ESSENTIAL QUALITIES

- Care and compassion – provide the very best childcare to every child every day combined with the ability to professionally challenge poor practice.
- Being team-focused – work effectively with colleagues and other professionals and support the learning and development of others through mentoring and sharing of professional expertise and experience.
- Honesty, trust and integrity – develop trust by working in a confidential, ethical and empathetic manner with a common sense and professional attitude.
- Commitment to improving the outcomes for children through inspiration and child-centred care and education.
- Work in a non-discriminatory way, by being aware of difference and ensuring all children have equal access to opportunities to learn, develop and reach their potential.
- Working practice takes into account fundamental British values including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

SAFEGUARDING AND CONFIDENTIALITY

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Education	<ul style="list-style-type: none"> • GCSE Maths and English GCSEs level 4 or above or equivalent 	
Experience & Knowledge	<ul style="list-style-type: none"> • Have experience of early years learning support work 	<ul style="list-style-type: none"> • Have a good understanding of the Level 2 or 3 role.
Professional Skills	<ul style="list-style-type: none"> • Understand the principles of child development and learning processes • Have a good level of knowledge and understanding of Early Years principles and foundation stage curriculum • Be able to present information effectively, verbally and in writing • Be able to acquire new skills • Be able to transfer theory/training into practice and demonstrate skills of problem-solving drawing on relevant experience • Have a good understanding of safeguarding and confidentiality 	<ul style="list-style-type: none"> • Be able to take responsibility for planning own work when required
Personal Attributes	<ul style="list-style-type: none"> • Be kind, happy and confident • Be patient and resilient • Thoughtful and empathetic with a good understanding of young children • Be able to exercise initiative and independent action • Be pro-active in offering ideas • Exercise initiative and show independent action • Work constructively as part of a team, understanding roles and responsibilities • Use ICT effectively to support learning and communicate with others 	