ST JOSEPH'S COLLEGE

Appointment of

Nursery Assistant:

Full time - All year round

stjos.co.uk

Our Values

St Joseph's College promotes a love of learning. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

Our Vision

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

Our Mission

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

Our Core Values

Aspiration, Respect, Confidence

Our Aims

For the needs of each student's mind, body, heart and spirit to be met, so that each one:

- aspires to, and achieves, their academic and personal best

- experiences an inspiring, progressive all-round education, which prepares them fully for their future

- takes an active and positive role in their College, developing personal leadership skills whilst offering service to local, national and international communities.

- develops self-confidence and self-esteem

- acts with integrity, showing respect for themselves and others

- explores their individuality & creativity and learns to use their initiative

The Opportunity:

Our nursery currently caters for children aged 2 years to pre-school. We are now expanding our provision to include younger children. From January 2027, we will be accepting babies from 9 months old. As a result, we are seeking inspirational and impactful Nursery Assistants. Required from January 2027, the ideal candidate will demonstrate an excellent understanding of learning and curriculum in the EYFS from age 9 months to 5 years, a track record of supporting children to learn, and of implementing initiatives. Strong organisation skills, effective communication, emotional intelligence, a positive outlook and a proactive and creative approach to problem solving is critical.

This is a full-time post, all year round.

The Environment:

St Joseph's College is an independent school with Christian values that gives everyone the space to thrive and has a community of people with all faiths and none. Being part of the St Joseph's community is a once-in-a-lifetime experience. We provide a stable foundation for the children and students and we take happiness very seriously, in every part of our community.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic and forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years. The Prep School is almost entirely of day pupils and there are only the occasional activities for the children at weekends. We do not have lessons on Saturdays.

The Prep School shares the leafy, 60 acre campus with the Senior School and there is an outstanding sense of belonging to the whole community, with some shared events, such as a Whole College assembly once a week.

#Teamstjos

We believe that every pupil deserves access to a rigorous, engaging, and supportive learning environment, and we work tirelessly, creatively and collaboratively to ensure that our curriculum and teaching methods meet these standards and deliver these outcomes. As a member of our Nursery and Reception teams, you will help us to deliver the EYFS curriculum, which ensures a high standard of physical, emotional, social and intellectual care for children attending the nursery.

You will work closely with other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in our care.

Our Nursery

We offer exceptional childcare provision for children on the outskirts of Ipswich and in easy reach of the train station, with its links to London.

You will join a team of professional, qualified staff in a caring, supportive setting.

We work in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow, and thrive. Our attractive buildings offer bright, spacious rooms, a large garden and extensive outdoor environment.

Our delicious food is locally sourced and cooked on the premises by our chefs.

The Nursery opens all year round (apart from two weeks at Christmas) from 8.00am until 6.00pm.

We also offer Late Stay and Holiday Club facilities for children in the Prep School up to Year 2.

The Role of the Nursery Assistant

As a member of our Nursery Team, you will help us to deliver the EYFS curriculum, which ensures a high standard of physical, emotional, social and intellectual care for children attending the Nursery.

You will work closely with other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in our care.

Here follows a more detailed look at the role of Nursery Assistant in St Jo's Prep:

Specific responsibilities:

Operational	To work under the direction of the teacher or Nursery Manager; assist the measuring, impact and evaluation of teaching and learning. To supervise and provide particular support for children, including those with special needs, ensuring their safety and access to learning activities. To assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes. To establish constructive relationships with pupils and interact with them according to individual needs. To promote the inclusion and acceptance of all pupils, with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenge situations where racism or discrimination is displayed. To encourage the pupils to interact with others and engage in activities led by the teacher. To provide feedback to children in relation to progress and achievement under guidance of the Nursery Manager. To create and maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans and assist with the display of children's work. To use strategies, in liaison with the Nursery Manager, to support children to achieve learning goals, targets/appropriate to EYFS. To assist with the planning of learning activities and lead these as required. To monitor children's responses to learning activities and accurately record achievement/progress as directed.

Operational	To provide detailed and regular feedback to the Nursery Manager on children's' achievement, progress, problems etc. To be timely and accurate in the preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc. To promote good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour. To establish constructive relationships with parents/carers. To provide clerical/administration support e.g. filing, administering coursework. To monitor and manage stock and supplies, cataloguing as required, e.g. EYFS materials. To oversee the care and storage of curricular resources. To undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. To undertake programmes linked to learning strategies e.g. literacy, Read Write Inc, numeracy, EYFS and progress and feedback to the Nursery Manager. To support the use of ICT in learning activities and develop children's competence and independence in its use. To prepare, maintain and use equipment/resources required to meet the activity plans/relevant learning activity and assist children in their use e.g. from pencils to the internet. To attend and participate in relevant meetings as required.

Specific responsibilities:

Operational	To participate in training and other learning activities and performance development as required. To accompany staff and children on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Nursery Manager. To provide written reports as required. To contribute to a programme of activities that meet the individual needs and interests of children in your area in conjunction with other team members To keep records of your key children's development and learning journeys and share these with parents, carers and other key adults in the child's life Engage in good team working Liaise with and support parents and other family members To attend out of working hours activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc. To be flexible within working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snacks, meals, cleaning equipment etc Work alongside the Manager and staff team to ensure that the nursery's vision is fulfilled Read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate by the Manager Look upon the nursery as a "whole" to consider where your skills can be best utilised. Be constantly aware of the individual needs of all children Ensure someone known and agreed by the nursery and parent collects the child

Specific responsibilities:

Operational	To respect the confidentiality of all information received. Provide a high standard of physical, emotional, social and intellectual care for all children in the nursery Give support to other team members throughout the nursery Work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop Have relevant training, knowledge and experience of working with babies and children under two years old in order to support their specific needs
Specific childcare tasks	Prepare and complete activities to suit each individual child's stage of development and interests Develop your role within the team especially with regard as a key person/worker Ensure that meal times are a time of pleasant social sharing Wash and change children as required Ensure good standards of safety, hygiene and cleanliness are maintained at all times Ensure a poorly child is treated appropriately and management is notified immediately Develop and maintain strong partnerships and communication with parents/carers to facilitate day-to-day caring and early learning needs Contribute to a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history Be aware of the community profile of the nursery and uphold its standards at all times, both within work hours and outside.

Responsibilities continued:

General	• To be committed to safeguarding of children and young people at the College. • To actively support the ethos of the College. • To contribute to the daily running of the College and follow its policies and procedures. • To share good practice with colleagues wherever possible. • To take an active role in ensuring the realisation of the College Development Plan. • To treat each pupil as an individual with courtesy and respect. • To undertake any other duty deemed reasonable by the Principal. • To keep the Head informed and brings problems to her. • To be prepared to run a club for the children. • To be discrete and has a sense of confidentiality. • To set a good example in terms of dress, punctuality and attendance. • To safeguard the general health and safety of pupils Promote excellence in all respects. • To support the use of reward and sanction procedures to ensure good behaviour and discipline. • To share and support the pastoral well-being of the pupil body, maintaining confidentiality at all times. • To foster children's personal, social, emotional and cognitive development. • To participate in appraisal arrangements. • Is mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times . • Is aware of and adheres to the College code of conduct and confidentiality.
The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School's business. In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.	

Person Specification:

	Essential	Desirable
Educational qualifications	• You should hold a current and relevant childcare qualification NVQ Level 2, or ideally level 3, or be working towards this. • A positive approach to completing relevant short courses and qualifications. • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace.	• Evidence of Further training • Hold an up to date Paediatric First Aid Certificate. • Further relevant qualifications such as HLTA • Evidence of continuous self-development and updated knowledge, particularly in the areas of responsibility for this post. • Knowledge of pupil welfare issues including child protection, raising achievement and SEND provision etc. • Hold an up to date Food Hygiene Certificate
Experience	• Previous experience of working with young children. • A satisfactory Disclosure and Barring Services Check. • Appropriate safeguarding training	• Experience of working with children from 2-7 years of age • Experience of using information technology • Experience of outdoor learning • Experience or teaching intervention programs
Communication skills	• High standard of spoken and written English, excellent communication skills • Good levels of numeracy • Keen eye for detail and high level of accuracy, with a commitment to quality • Excellent interpersonal skills with a range of stakeholders	• Experience of interacting effectively with parents
Practical and intellectual skills	• You should have an excellent understanding of safe working practices in relation to child care. • Have an excellent understanding of child development. • Have the ability to work methodically and prioritise own workload. • Have the ability to work as part of a team and also on own initiative. • Have the ability to maintain up-to date, accurate and detailed documentation.	• You will be conversant with current Early Years legislation. • Have some previous experience of using a computer and preferably online Learning Journey software.

Person Specification:

	Essential	Desirable
Disposition and attitude	• Have a keen attention to detail and a high level of accuracy. • Able to multi-task and work well under pressure. • A high level of personal presentation. • A keen interest in outdoor education. • Someone who is honest, reliable and flexible. • You should be able to build excellent working relationships with children, parents/carers and colleagues within the Nursery. • Have the ability to attend for work punctually and be well presented. • Have excellent attention to detail. • Have a high level of patience. • Enjoy working with children. • Have the commitment to providing the highest standards of child care. • Have the ability to multi-task. • Have the willingness to learn, and undergo further appropriate training. • Be flexible, positive, friendly and have a supportive approach to work. • Have a pleasant disposition with a capability to respond positively under pressure. • Have a sense of fun, and understanding with other adults.	
Personal Qualities	• Ability to establish good working relationships and effective teamwork. • Excellent role model for pupils. • Ability to be reflective and self-critical. • Ability to understand and demonstrate a commitment to equality and diversity.	

The Small Print:

Reports to: Head of Prep through the Deputy Head or Nursery Manager

Pay Scale: Depending on experience and qualifications.

Status: Full time (40 hours per week) all year round. Hours to be worked in accordance with the needs of the College but during the core hours of 7.45am and 6.15pm Monday to Friday each week.

Holidays to be booked in advance and agreed with the Nursery Manager. Will need to be taken throughout the year and not just in the school holidays.

Location: St Joseph's College Prep School

HOW TO APPLY

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here: https://www.stjos.co.uk/our-community/job-vacancies/

Application deadline: **Noon, 10 November 2026.**

Interviews: To be confirmed

Candidates selected for interview will be required to provide proof of ID and any relevant qualifications.

Please return completed application forms together with a covering letter to: **Mrs Dianne Searle, Vice Principal Head of Prep** careers@stjos.co.uk

Please be advised that applications cannot be accepted unless they are on the College's Application Form. Please ensure that your application form is completed in full and is signed electronically - scanned signatures are also accepted.