



## JOB DESCRIPTION

<b>Job Title:</b>	Nursery Educator/ Bank staff
<b>Hours/Basis:</b>	Full time / Part time
<b>Status:</b>	Permanent
<b>Responsible to:</b>	Assistant Head Pre-Prep

## Nursery Educator

**(Permanent & Bank/Casual Opportunities Available)**

**Location:** Queen's Minis, Queen's College

**Hours:** Full-time / Part-time / Bank (flexible options available)

**Contract:** Permanent

**Reports to:** Assistant Head Pre-Prep

## About the Role

As a Nursery Educator at Queen's College, you'll play a key part in creating a safe, nurturing and inspiring environment where children feel happy, confident and excited to learn. No two days are the same — from storytelling and creative play to supporting early friendships and big emotions.

You'll be part of a supportive, collaborative team who truly value early years education and the impact it has on children's lives.

## What You'll Be Doing

### Caring, Teaching & Inspiring

- Supporting the care, learning and development of all children in the Nursery

- Helping to plan and deliver engaging, age-appropriate activities in line with the EYFS
- Encouraging curiosity, independence and confidence through play-based learning
- Supporting children's emotional wellbeing, routines and daily transitions

### **Creating a Happy, Safe Environment**

- Helping to maintain a welcoming, calm and stimulating nursery space
- Ensuring children are safe, supervised and supported at all times
- Promoting excellent health, safety and safeguarding practice
- Supporting meals, snacks and children's nutritional needs

### **Working as a Team**

- Being flexible and happy to work across different rooms when needed
- Building strong, positive relationships with colleagues, parents and carers
- Contributing to staff meetings, mentoring and ongoing CPD
- Supporting the day-to-day running of Queen's College Nursery

### **Observing Progress**

- Using IT systems and paperwork to observe, assess and celebrate children's progress
- Supporting smooth daily handovers with parents and carers
- Recording accidents, incidents and any concerns appropriately

### **Working With Families & Professionals**

- Working in partnership with parents, carers and the wider school community
- Supporting the ethos and Christian values of Queen's College
- Liaising with internal and external professionals when required

## **Safeguarding Comes First**

Safeguarding and promoting the welfare of children is everyone's responsibility. All staff are expected to take a child-centred approach, always acting in the best interests of the child, in line with *Keeping Children Safe in Education*.

You must follow the Queen's College Child Protection and Safeguarding Policies and report any concerns immediately.

## **What We're Looking For - Person Specification**

### **Essential Qualifications & Experience**

- A Level 3 Early Years qualification (or equivalent)
- Experience working with children under 5, ideally in a nursery or early years setting
- Confidence working in partnership with parents and carers, as well as collaboratively within a staff team

### **Essential Skills & Abilities**

- A good understanding of play-based learning and child development, with the ability to support each child as an individual
- Strong communication skills — able to talk clearly, kindly and sensitively with both young children and adults
- Willingness to listen, learn and take guidance from more senior or experienced colleagues
- A good standard of spoken and written English
- An understanding of how important positive relationships with families are in early years education

### **Personal & Professional Qualities**

- Warm, approachable and friendly — someone children feel safe and happy with
- Enthusiastic and energetic, with a genuine love for early years  
A great sense of humour (essential for nursery life!)
- Patient, dependable and calm under pressure
- Professional in attitude and presentation, with pride in your role

# **Desirable**

## **Qualifications & Experience**

- Current Paediatric First Aid qualification
- Food Hygiene certification
- Introduction to Child Protection / Safeguarding training
- Experience working with children under 3

## **Additional Skills**

- Confident using your initiative while working within nursery policies and procedures
- Comfortable using basic IT systems and nursery software
- Well organised, with good time management skills

## **What We're Looking For**

- A warm, enthusiastic and caring individual who genuinely enjoys working with young children
- Someone who is reliable, flexible and a team player
- A practitioner who understands (or is keen to learn about) EYFS, safeguarding and early years best practice
- A sense of humour, lots of patience, and a willingness to get stuck in!

## **January 2026**

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.