



# Little Nick Nursery and Preschool

## Information and Job Description

Our new Nursery (which opened in January 2023) is looking for an enthusiastic and fun Early Years Educator (minimum qualified to level 3) who will ensure a smooth and safe operation of the setting.

- **Salary: £22,880 FTE (to be pro rata & variable depending on experience)**

**Hours per week:** 40 hours (negotiable)  
**Job Type:** Permanent  
**Expected start date:** 02/01/2024

**Weeks per year:** 39 weeks  
**Holiday Pay:** 5.4 weeks

This is a Term Time only role with the possibility of additional holiday time hours.

We are a small pack away nursery in Ewell, Surrey. Set in a lovely suburban setting with lots of outdoor learning space, there is plenty of opportunities for the team to really make this 'their own' and shape the future of the setting.

The ideal candidate will be highly organised and responsible, with previous experience working in a childcare setting.

**We reserve the right to close this advert earlier if a suitable candidate is found.**

### Benefits:

- Company events
- Company pension
- Discounted or free food
- Employee discount
- Free parking
- On-site parking

### Schedule:

- Variable shifts
- Monday to Friday
- No weekends
- Overtime

### School type:

- Day nursery
- Preschool
- Private nursery school

### Ability to commute/relocate:

- Epsom, KT17 1XR: reliably commute or plan to relocate before starting work (required)

### Experience:

- Nursery: 1 year (preferred)

### Licence/Certification:

- Level 3 (required)





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## Responsibilities:

1. To be responsible for providing a high quality education and learning environment and activities, and to offer appropriate stimulation and support to the children attending the setting.
2. To be a keyperson for a designated number of children.
3. To be responsible for writing observations and record keeping so that children's progress and achievements are effectively and regularly assessed.
4. To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
5. To ensure records are properly maintained and updated eg: the daily attendance register, accident and incident records, safeguarding logs etc.
6. To work with the manager / directors in all aspects of the overall running of the setting.
7. To continue a good working relationship between Little Nick and the 2nd Ewell Scout Group team.
8. To liaise with the local authority and other professionals as necessary.
9. To implement any recommendations made following regulatory inspections.
10. To attend any conferences, training events or meetings deemed necessary for CPD and to keep up to date with current good practice.
11. To undertake any other reasonable duties as directed by in accordance with the settings objectives.

**The job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the owners / directors.**

**The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.**