

# NURSERY NURSE

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## VACANCY

**Lydd Primary School**  
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# Dear Applicant

Thank you for expressing an interest in joining us at Lydd Primary School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

At Lydd Primary school we provide a balanced and enriched curriculum where every child is supported by first-hand experience and encouraged to have a life-long enjoyment for learning. We enjoy developing a supportive partnership within our community so that children can become positive role models and productive members of the local and global community.

Our school is known as a friendly place to learn and discover and this is reflected in our positive, welcoming environment. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Lydd Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website:

[www.lyddprimary.org.uk](http://www.lyddprimary.org.uk) or contact the office: [office@lydd.kent.sch.uk](mailto:office@lydd.kent.sch.uk) (t: 01797 320362).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mr Chris Brundle  
Head of School



Mrs Nicki Man  
Executive Headteacher



# Advert

**Job Title:** Level 3 Early Years Practitioner/Nursery Nurse – Bluebells Nursery, Lydd Primary School

**Grade:** Kent Scheme D

**Salary:** £12,546 pro rata (£27,904 FTE)

**Hours:** 19.5 hours per week – Monday to Wednesday, 8.15am to 3.45pm

**Contract:** Permanent

**Start date:** 5 October 2026

This is a fabulous opportunity for a caring, dedicated and enthusiastic Early Years Practitioner to join Bluebells Nursery at Lydd Primary School, part of Our Community Multi Academy Trust. We are seeking to appoint an experienced practitioner who holds a full and relevant Level 3 Early Years qualification. The successful candidate will join our supportive Early Years team and help us provide high-quality education and care within a safe, nurturing and stimulating environment. This three-day-a-week role may be particularly suitable for an experienced nursery practitioner who is looking for a new challenge within a primary school setting or who would welcome a part-time, term-time position. However, we encourage anyone who feels they have the necessary qualifications, skills and experience to apply.

Lydd Primary School is one of ten schools within Our Community Multi Academy Trust. We are a welcoming primary school with approximately 226 pupils on roll, including our maintained nursery, Bluebells. We are proud of our inclusive ethos and are committed to giving every child the strongest possible start to their education.

Our Community Multi Academy Trust believes that our people are our greatest asset.

## **We can offer you:**

- The opportunity to work in a welcoming and inclusive school and contribute to its continued growth and development
- Children who enjoy learning and respond enthusiastically to engaging experiences
- A stable, experienced and committed staff team, determined to give every child the best possible opportunities
- A supportive Early Years team and school leadership team
- A supportive and committed Board of Trustees
- Opportunities for training and continued professional development within a growing Multi Academy Trust
- A rewarding part-time role with a nurturing school community

## **The role**

Working under the direction of the Early Years Lead, the successful candidate will:

- Provide high-quality care and education for children in Bluebells Nursery
- Plan and deliver engaging, age-appropriate learning experiences in line with the Early Years Foundation Stage
- Observe, assess and record children's learning, development and progress
- Use observations and assessments to help plan appropriate next steps

- Support children's communication and language, physical, personal, social and emotional development
- Encourage children's independence, confidence, curiosity and positive behaviour
- Help maintain a safe, stimulating and well-organised indoor and outdoor learning environment
- Build positive and professional relationships with children, parents and carers
- Provide appropriate feedback to families about children's learning, development and wellbeing
- Work collaboratively with teachers, support staff and external professionals
- Work closely with the Early Years Lead and SENCO to identify and support children with additional needs
- Promote inclusive practice and ensure that every child is valued and able to participate fully
- Assist children with snacks, meals, toileting, hygiene and personal care where required
- Prepare and maintain learning resources and nursery areas
- Follow the school's safeguarding, child-protection, behaviour, health and safety, confidentiality and equality policies
- Report any safeguarding or welfare concerns promptly and in accordance with school procedures
- Attend relevant meetings, training and parent consultations as required

**The successful candidate will:**

- Hold a full and relevant Level 3 qualification in Early Years or Childcare
- Have experience of working with children in a nursery or Early Years setting
- Have a secure understanding of the Early Years Foundation Stage and child development
- Be warm, caring and nurturing, with a genuine passion for helping young children learn and thrive
- Have high expectations for every child, including those with additional needs
- Be able to plan engaging learning experiences and accurately observe and assess children's progress
- Have excellent communication, organisation and teamwork skills
- Be positive, reliable, punctual and able to use their initiative
- Be confident in developing constructive relationships with parents and carers
- Respect confidentiality and understand the sensitivities of working within a school
- Be willing and able to undertake children's personal-care duties
- Demonstrate through their application that they meet the essential requirements of the job description and person specification

Visits to the school are warmly welcomed and encouraged. To arrange a visit or an informal conversation about the position, please contact the school on 01797 320362 or [office@lydd.kent.sch.uk](mailto:office@lydd.kent.sch.uk)

**Closing date:** Monday 14th September

**Interview date:** w/c 21st September

**Application arrangements:** Apply via Kent Teach

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school. Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Rachel Aitken (Nursery Manager), via telephone on 01797 320362 or [office@lydd.kent.sch.uk](mailto:office@lydd.kent.sch.uk)

The successful candidate will be subject to safer-recruitment procedures and satisfactory pre-employment checks. These will include an enhanced Disclosure and Barring Service check with barred-list information, satisfactory references, verification of qualifications, right-to-work checks and a declaration relating to the Childcare (Disqualification) Regulations, where applicable. This post is exempt from the Rehabilitation of Offenders Act 1974. Online searches may be completed for shortlisted candidates as part of the Trust's due diligence checks. We are committed to equality of opportunity and welcome applications from all suitably qualified candidates.

# Job Description

## Purpose of the Job:

The primary focus of the post will be to work under the professional direction of the nursery manager as part of the professional team to support learning activities for pupils. Within an agreed system of supervision the EYFS Key worker would deliver learning through play and direct teaching. The post holder will be expected to progress pupils' learning and to assess, record and report on development, progress and attainment as agreed with the teacher.

(Roles at this level do not deliver "specified work" as defined in the guidance to Section 133 of the Education Act 2002.)

## Key duties and responsibilities:

(Duties relating to supporting pupils with health care needs are not included in this profile)

- Organise and manage a safe, stimulating and engaging learning environment and significantly contribute towards planning teaching and learning opportunities (including the environment) to ensure pupil progress and development.
- To be involved with the teacher in the development and delivery of all areas of the curriculum including planning, preparation, observations, assessment and writing and delivering provision plans.
- Monitor and evaluate children's responses to learning activities through a range of assessment and monitoring strategies, providing feedback and reports to teachers in order to provide evidence of the range and level of progress and attainment.
- Support the role of parents in children's learning through Tapestry and parent consultations by providing constructive feedback on children's progress to ensure children achieve their best results.
- Act as a role model and establish a clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self-control and independence to ensure good behaviour and respect for others is maintained.
- Use detailed knowledge and specialist skills to support pupils' learning, establishing productive working relationships, promoting inclusion and working to support pupils consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.
- Lead a key group of children, taking on full responsibility for their observations, building the parent partnership, making formative and summative assessments and contributing to writing individual reports.
- Encourage independent self-help skills and good standards of personal hygiene and care in pupils. Where necessary assist pupils who require changing following accidents / support toilet training.
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the school and, in liaison with the teacher, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils.
- Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- Adhere to all health and safety regulations .
- Keep up to date with relevant training such as health and safety and safeguarding procedures
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.

- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work
- Any other work requested by, and deemed appropriate by, strategic leaders

OCMAT Trust is committed to safeguarding and promoting the welfare of children. **This role is subject to an enhanced DBS check.**

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification

Applicants should describe in their application how they meet these criteria.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

|                             | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>QUALIFICATIONS</b>       | <ul style="list-style-type: none"> <li>Level 3 or above</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Paediatric First Aid</li> <li>Makaton</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>Previous experience of working with children as a key person in a nursery or pre-school</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>Must be flexible with effective time management skills.</li> <li>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li> </ul>                 | <ul style="list-style-type: none"> <li>Ability to use / willingness to learn a range of IT software and hardware e.g. Interactive Whiteboards, Management Information Systems</li> <li>Able to recognise when learning is maximised and how the adult role can enhance this</li> <li>Excellent communication skills with both adults and children</li> <li>Have a creative approach to problem solving and use this to inspire and motivate pupils.</li> <li>Must have ability to critically evaluate own performance.</li> </ul> |
| <b>KNOWLEDGE</b>            | <ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> <li>Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing the EYFS Framework and other relevant learning programmes.</li> <li>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> </ul> | <ul style="list-style-type: none"> <li>Knowledge of SEND need and strategies to support</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>PERSONAL ATTRIBUTES</b>  | <ul style="list-style-type: none"> <li>Professional conduct at all times and with all staff, pupils, other professionals, visitors etc.</li> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Calm under pressure</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> </ul>                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|               | <ul style="list-style-type: none"> <li>• Good sense of humour</li> <li>• Diplomatic and resourceful</li> <li>• Positive/can do approach</li> <li>• Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> <li>• Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.</li> </ul>                  |  |
| <b>VALUES</b> | <ul style="list-style-type: none"> <li>• Commitment to school's aims and values</li> <li>• Commitment to continuous personal development</li> <li>• Honest and reliable, displays integrity and commitment to the Trust</li> <li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li> </ul> |  |

# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## **The Inclusive Leader:**

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## **The Compassionate Leader:**

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

### **The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

### **The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

# The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

## The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
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