

GATEWAY SCHOOL

GREAT MISSENDEN

RECRUITMENT PACK

NURSERY PRACTITIONER

START DATE: AS SOON AS POSSIBLE

Welcome Message

At Gateway School we are committed to providing learning experiences that holistically prepare our children for their next schools and life beyond. We empower every pupil to excel in their educational journeys today, tomorrow and for the rest of their lives.

Our mission is to provide an engaging and inspiring learning environment that encourages children to be curious and ambitious, resulting in happy, confident and real-world ready learners. We hope for every child to be happy, successful and well-prepared for their ever-changing futures.

We believe in providing opportunities to develop character and promote curiosity, flexibility, collaboration, creativity and critical thinking within our curriculum. Throughout the school, our committed and highly-skilled staff encourage pupils to challenge themselves and build resilience whilst feeling safe, cared for and supported.

This commitment extends to our staff too. We know that children thrive when the adults around them are supported, trusted and empowered. At Gateway, our staff team is at the heart of our success. We work in a culture of collaboration and kindness, where professional growth is actively encouraged and where everyone is valued for the unique perspective and experience they bring.

Our school community is welcoming, forward-thinking and grounded in strong values. Staff and pupils alike take pride in our ASPIRE values – Achieve, Strive, Participate, Investigate, Respect, and Enjoy – which underpin everything we do.

We are very proud of our pupils' learning journeys at Gateway School; they transfer to secondary school as confident individuals, with a secure sense of who they are and are well-equipped to take on their next challenges. We are equally proud of the professional journeys of our staff, many of whom take on new roles, lead initiatives and flourish within our close-knit and ambitious team.

About Gateway School

Gateway is a nurturing and thriving independent co-educational prep school set in the heart of the Chilterns with 270+ children. The school enjoys a strong reputation for its academic excellence and welcoming community. Our Preschool is an important part of our whole school where children learn primarily through play, enjoying a combination of adult-initiated and child-led activities.

- Ages: 2–11
- Pupils on roll: Approx. 270
- Small class sizes ensuring every child is known and supported
- Broad and creative curriculum
- Specialist teaching
- ISI Rated: Excellent in all areas
- Part of the Bellevue Education Group – offering high-quality professional development, shared expertise, and a family of schools united by a shared commitment to excellence in education. – offering global collaboration and rich CPD opportunities





The Role

The Nursery Practitioner will be working as part of a team to ensure the daily needs of children are met within the setting. The successful candidate will be working with a fantastic and caring team who put our children at the centre of what they do. There is a degree of flexibility with working hours which can be discussed at interview.

WORKING HOURS: FT: all year round. Excluding bank holidays and between Christmas and New Year. **PT**: Part-time hours per week all year round. Excluding bank holidays and between Christmas and New Year.

Title Nursery Practitioner (full and part time roles available)

Reports to Nursery Manager

Main Responsibilities

- To provide an interesting, stimulating and safe environment for the children in a variety of ways and develop their learning and character in line with the ethos of the Nursery and Gateway School.
- To work under the Nursery Manager as part of the team, to achieve the aims and objectives of the Gateway Nursery.
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in Gateway Nursery.
- To develop genuine bonds with your key children and create stimulating and educational activities that enable young children to develop, thrive and for each and everyone to discover what is possible.
- To keep a record of the children's progress to share with parents, caregivers, your team and other professionals as required
- To give support and respect to other personnel within Gateway Nursery.
- To implement the daily routine in the Nursery.

Key Areas

- Safeguarding – observe and be alert and report immediately any signs of abuse or neglect.
- Act as a positive role model, using appropriate tone of voice and body language.
- Work effectively as part of a team, supporting colleagues in meeting every child's needs.
- Liaise with parents and staff.

Duties and Responsibilities

- Get to know and build strong and positive relationships with each child and their parents/ caregivers
- Plan for and operate a programme of activities suitable to the age range of children attending the Nursery in conjunction with the team on a weekly basis.
- Adjust activities according to individual children's needs.
- Support all staff and contribute to the team. Follow instructions of the Nursery Manager.
- Liaise with and support parents and other family members.
- Attend staff meetings and training events outside working hours if required.
- Undertake certain domestic jobs within the Nursery, for example, serving snacks and meals.
- Develop your role within the team.
- Engage in reflective practice, use constructive feedback to continually improve.
- Carry out any reasonable request given to you by any Senior Member of Staff.
- Be reliable and punctual

Skills, Abilities and Disposition

- A happy, enthusiastic and positive person
- Self motivated and ability to work on own initiative
- Be able to work as part of a professional childcare team
- Have an understanding of equal opportunities.
- Ability to communicate confidently with a wide range of people, both verbally and in writing.
- Good organisational skills.
- To be able to understand and meet the needs of individual children and families.
- To deliver suitable learning and care experiences for children to ensure they develop and thrive in the Nursery.
- To enjoy and be suitable to work with children
- Understand the need to provide a stimulating, caring and consistent environment for young children.
- To be flexible with regard to working hours and shifts.
- To be committed to the nursery and school's philosophy and ethos.

Qualifications

- Must hold a full and relevant childcare qualification that enables them to be counted towards ratios for under 5s.



WHY WORK AT GATEWAY SCHOOL?

- Competitive salary
- Supportive, professional and friendly team
- Small class sizes and excellent resourcing
- Strong focus on staff wellbeing and CPD
- Staff development and collaboration opportunities within the Bellevue Education network
- Set in a beautiful, historic village with excellent transport links to London
- Staff lunches, snacks and tea and coffee provided
- Competitive pension scheme
- Culture of trust, flexibility and empowerment – your voice and ideas matter here
- Opportunities to lead and innovate, with support for personal growth and leadership development
- A community that celebrates individuality, creativity and a shared passion for education

APPLICATION AND NEXT STEPS

An application form is available to download from the 'About Gateway' menu on our website at www.gatewayschool-bucks.co.uk or from Mrs Helen Brown email: pa@gatewaysch.co.uk or telephone **01494 862407**.

Application forms to be received by midday Friday 24 November. Interviews will be held shortly afterwards.

Suitable candidates may be interviewed before the start date and Gateway School reserves the right to withdraw the position if an early appointment is made.

Gateway School, 1 High Street, Great Missenden, Bucks HP16 9AA
Tel: 01494 862407 Headteacher: Jonathan Coke, BA Hons PGCE





SAFEGUARDING STATEMENT

Gateway School is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to enhanced Disclosure and Barring Service (DBS) checks, reference checks and pre-employment safeguarding procedures.

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