Job Description and Person Specification

Nursery Keyperson

Salary:	**£24,050 - £24,453pa inclusive**
Hours:	**36 hours per week over 38 weeks**
Leave:	**This is a term time only appointment.** **There is no entitlement to annual leave whilst the college is in session. You are therefore required to take your holidays when the college is not in session.**
Rota:	**The Nursery operates a shift rota – your actual working hours will be determined and agreed upon commencement**
Reports to:	**Deputy Nursery Manager**
Location:	**This post will initially be based at the Main Campus, Isleworth**

The purpose of the post is to: assist the Nursery Manager and Deputy Manager in the provision of high quality Education and Care for children within the Early Years foundation stage (between 3 months to 60 months) of students and staff at the College and the wider community

The main duties and responsibilities are to:

1. Contribute under the direction of the Nursery Manager and Deputy Nursery Managers and as part of a team, to the day to day running of the Nursery.

2. Work within a 'Key Person' system, taking responsibility for a group of children and looking after their needs in conjunction with the parent/carer and in line with the requirement of the current Early Years Foundation Stage Framework

3. Be aware of current childcare practices and development and recognise and encourage these needs in each child and maintain awareness of changes to childcare regulations.

4. Observe children in their play and record those observations and assess children's learning to plan further opportunities to extend the learning and development for each individual child's needs and interests in each area of learning and development

5. Effectively track children's progress within the Early Years Foundation Stage and address any areas of learning and development concerns with the support of setting Special Educational Needs Co-ordinators and in partnership with parents and other relevant professional.

6. Offer a high quality of care and education, within a stimulating environment and exciting curriculum

7. Demonstrate an understanding of the importance of characteristics of effective learning and be able to provide a learning environment which supports and encourages each child to be engaged, motivated and develop critical thinking skills.

8. To ensure the setting of a high quality inclusive learning environment to meet the needs of individual children from differing cultures and stages of development.

9. Promote and support the safeguarding of children and young people in the nursery, ensuring setting policies and procedures are observed at all times.

10. To adhere to, promote and effectively implement the setting policies and procedures in all aspects of practice to ensure safe working practices for all service users including staff team and self.

11. Undertake the supervision and guidance of childcare students on placement and liaise with the college tutors.

12. Show flexibility and ability to change within the nursery routine including but not limited to working across the different age range and at different times/shift as required.

13. Promote a positive image of the nursery and college in all contacts with students, employers and professional bodies.

14. Carry out any other reasonably comparable duties that may be required from time to time.

Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess the NNEB/DCE NVQ Level 3 in Early Years or an equivalent Early Years and Childcare qualification or has a full and relevant Level 2 Early years and Childcare qualification and is willing to achieve their Level 3 qualification with an apprenticeship programme.

2. Previous experience of caring for, or working with children aged 0-5 in a voluntary or paid capacity

3. Possess a Level 2 Literacy qualification or be willing to work towards one

4. Be able to demonstrate good oral and written communication skills.

5. Be able to demonstrate effective organisational skills, time management and use of own initiative.

6. A positive approach to learning and gaining new skills through teamwork and training opportunities as required for the role.

7. Possess appropriate IT skills relevant to the post, or be willing to undertake training.

8. Be able to provide evidence of the ability to relate well and effectively to children and their parents, and show experience of working as a key person.

9. Be able to demonstrate the ability to work effectively in a team and contribute positively.

10. Possess a sound knowledge of the current Early Years Foundation framework and have experience of planning and facilitating a wide range of learning experiences for children aged between 3 months to 5 years.

11. Possess an awareness of the concerns and needs of parents studying or working in a Further Education College.

12. Have an understanding of multi-agency working and be able to communicate effectively with a wide range of agencies.

13. Have an understanding and awareness Inclusion and equal opportunities; demonstrating a positive approach to these practices with children, parents and colleagues and other stakeholders.

14. Have an awareness of the safeguarding and prevent initiatives.

15. Have a sound knowledge of safeguarding and child protection issues within an early years setting and procedures to deal with these.

Equality and diversity

West Thames College champions excellence, integrity, equality and respect. This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work. And we champion equality because it is the right thing to do.

Closing date: **3 January 2027**
Reference No: **6NUR007**
Interview date: **w/c 11 January 2026**

Conditions of Service

Contract:	Permanent Term-Time only 36 hours per week over 38 weeks
Salary:	£24,050 - £24,453pa inclusive Please note the salary range for this post is points 24 – 25 on the Support Staff scales. Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 24
Pension:	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
Annual Leave:	This is a term time only appointment. You are required to be at College when it is in session. All holidays are to be taken during the College vacations.
Hours:	36 hours per week over 38 weeks
Probation:	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent. Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent. The extended period of probation is to ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
Disclosure:	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.