



# Qualified Early Years Practitioner

Application Pack

September 2025



A happy place to grow and learn



## About the Leechpool Caterpillar Nursery and After-School Club

Leechpool Caterpillar Nursery & After-School Club first opened in January 2001. Our sessions are held in a modern modular building in the grounds of Leechpool Primary School and, although we run independently, we have



very close links with the main school. We have a secure outdoor area with a soft safety surface and a covered area that can be used in all weathers.

Leechpool Caterpillar Nursery accept children aged 2 to 4. The After-School Club accepts children who attend Leechpool Primary School aged 4 to 11.

Leechpool Caterpillar Nursery follows the Early Years Foundation Stage (EYFS) Statutory Framework, maintaining the emphasis on learning through play and consolidating the social and emotional, physical, self-care and communication and language skills that are taught during a child's nursery experience.

However, as children progress, there is more of an emphasis on literacy and numbers, imagination, experimenting and being interested in the world around us. We teach British Values in our everyday routines – we share, take turns, we have good manners, we follow rules, we make decisions together and we learn about our community through photos, walks and visitors. This enables children to make a smooth transition into school readiness and the final year of the EYFS in Reception class.

Our nurturing staff communicate throughout the year with families and are always on hand to discuss children's progress and needs. In nursery, we look forward to welcoming all families to be part of their child's education at this stage and ask for support in talking about festivals, languages, jobs, and interests and accompanying us on outings.



We have high expectations of all our children and staff. We use experience and professional knowledge to provide secure, friendly, fun and trusting environments in which everyone is valued, listened to and children can explore, grow and learn. We observe the children and plan for each child's needs, changing themes and activities to encompass the children's interests.



## Qualified Early Years Practitioner and bank staff

**Salary range:** £12.60 – £12.78 per hour

**Hours:** 18.5 Hours a week (term time only – 38 weeks per year)

**Contact:** Cat Hall – [nursery@leechpoolnurseryasclub.co.uk](mailto:nursery@leechpoolnurseryasclub.co.uk)

**Location:** Leechpool Caterpillar Nursery & After-School Club

**Address:** Leechpool Primary School, Leechpool Lane, Horsham, RH13 6AG

**Website:** [Leechpool Caterpillar Nursery & After-School Club](#)

**Tel:** 01403 900622

**Start date:** As soon as possible

**Contract:** Part-Time – Term time only

### **Job Advertisement**

Leechpool Caterpillar Nursery & After-School Club are committed to ensuring all our children have the very best experiences.

Nursery operates between 8.50-2.50pm with an After-School Club running between 3-6pm.

We have a part time role available in our nursery in the grounds of Leechpool Primary School for an enthusiastic key person to join our friendly and dedicated staff team.

Candidates will need to have a relevant minimum level 2 childcare qualification, knowledge of Safeguarding children with the willingness to undertake further training and relevant Paediatric First Aid certificate.

Our part time position is 18.5 hours to be worked over 3 days a week, term time only (38 weeks per year):

**Wednesday** 8.30 a.m. – 3 p.m.

**Thursday** 8.30 a.m. – 3 p.m.

**Friday** 8.30 a.m. – 3 p.m.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

**Closing date – 12 Noon – Thursday 9th October 2025**



## Job Description

**Qualified Early Years Practitioner and bank staff To assist the Manager/Deputy in the day to day running of the nursery, providing a stimulating and varied programme of play and learning opportunities and ensuring the safety and well-being of the children. To work as part of a staff team.**

### **MAIN DUTIES:**

- To understand and work to the Early Years Foundation Stage (EYFS)
- To plan with colleagues and under the guidance of the nursery leadership team, an appropriate play-based EYFS curriculum which is based on children's current interests and which allows children opportunities for development in all key areas of learning both indoors and outdoors.
- Act as a key person to a group of children. To make regular observations of children learning through play, recording their progress, and sharing information with parents, as agreed with the Manager.
- To attend planning meetings as requested and to monitor children's progress and planning for their development.
- To be responsible to the nursery Manager or her/his Deputy in the Manager's absence
- To ensure that any information received concerning the children is kept confidential
- To report and discuss with the Manager any observations or personal insight appropriate to a child's welfare and development

### **NURSERY SESSION MANAGEMENT:**

- To help set up appropriate equipment and material before children arrive both indoors and outdoors and tidy away at the end of the session.
- To work as part of the staff team to ensure that all activities, equipment and other resources are presented attractively.
- To play a part in keeping appropriate records.
- Work as part of the staff team to ensure children are properly supervised at all times.
- To work as part of the staff team to ensure all health, hygiene and safety issues are addressed.



## **WORKING WITH PARENTS AND PROFESSIONALS:**

- To communicate and share information with parents in a positive, sensitive and constructive manner.
- To work in partnership with a range of professionals that may visit the nursery

## **GENERAL:**

- To play an active part in implementing the nursery Equal Opportunities policy and welcome children and families from all cultures, family groups and circumstances and with or without special needs.
- To actively challenge discrimination of all kinds.
- To ensure you are familiar with all the nursery policies and put them into practice.
- To work closely with parents and carers, encouraging parents to be involved in their child's learning.
- To continually evaluate and reflect on your own practice, keeping up-to-date with the latest ideas and developments in the Early Years field, through reading and attending regular training as agreed with the Manager and Management Committee.
- To work within the ethos of Caterpillar nursery at all times.

**This 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 Manager.**



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Level 2 qualification in child development and education</li> <li>• Safeguarding children and child protection awareness and willingness to refresh yearly</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3+ qualification in child development and education</li> <li>• Paediatric first aid</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 1 year working with children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working in an early years environment</li> <li>• Being a key worker to a group of children</li> <li>• Working with primary school children</li> </ul>
Special knowledge /understanding/skills	<ul style="list-style-type: none"> <li>• Good understanding of the EYFS</li> <li>• Good level of spoken English</li> <li>• Good level of written English</li> <li>• Ability to use online systems (e.g. WORD)</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Development Matters framework</li> <li>• Knowledge of the Birth to 5 Years framework</li> <li>• DSL experience</li> <li>• SEND experience</li> </ul>
Personal skills	<ul style="list-style-type: none"> <li>• Work as part of a team</li> <li>• Communicate effectively and build partnerships with children, family and colleagues.</li> </ul>	