

**NURSERY ASSISTANTS**  
(full time, part time and apprenticeship opportunities available)

Required as soon as possible  
The Lodge Day Nursery at Ipswich School



We currently have the following vacancies for qualified nursery practitioners to join our outstanding team of professional staff in our caring, supportive setting. Please indicate clearly on your application form which position you are applying for.

- Vacancy 1: Permanent, full time (37.5 hours per week) to start as soon as possible
- Vacancy 2: Permanent, flexible hours between 7hr - 20hr a week to start as soon as possible
- Vacancy 3: Early Years Level 3 apprenticeships full time (37.5 hours per week) to start as soon as possible with the apprenticeship likely to start in September 2026

For an informal discussion about these posts, please contact Hayley List, Nursery Manager on 01473 282811 or email [hello@lodgedaynursery.co.uk](mailto:hello@lodgedaynursery.co.uk)

## **ABOUT THE LODGE**

We offer exceptional childcare provision for children aged 3 months to 5 years, in the centre of Ipswich. You will join a team of professional qualified staff in a caring, supportive setting. Our attractive buildings offer bright, spacious rooms, a large garden and outdoor environment.

We have four age ranges: **Discoverers, Explorers, Adventurers and Pre School** and children move on to the next stage at the appropriate time, but when they are ready. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas. Our Pre-School room has a full-time qualified teacher during term-time.

The Nursery opens all year round (apart from Christmas week and a week in August) from 7.30am until 6.00pm.



## **IPSWICH SCHOOL**

Ipswich School has been listed as one of the top 130 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399,

although we moved to our present site in 1852. We have over 1,000 pupils aged between 5 and 19 years and we are fully co-educational.

We are delighted to continually be named in the *Sunday Times Parent Power* report as the top independent school in Suffolk.

## **THE ROLE OF NURSERY ASSISTANT**

As a member of our nursery team, you will help us to deliver the EYFS curriculum, which ensures a high standard of physical, emotional, social and intellectual care for children attending the nursery.

You will work closely with other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in our care.

Here is a more detailed look at the role of Nursery Assistant in The Lodge Day Nursery:

### **RESPONSIBILITIES**

- To work closely with the Room Leader, Deputy Room Leader and other staff to provide a stimulating, safe and caring learning environment appropriate to the needs of the children in the nursery.
- To work as a member of the nursery team to promote the physical, emotional, intellectual and social development of the children in the nursery.
- To plan, prepare and set out in an appropriate way, in co-operation with the room team, activities related to the nursery themes or agreed programme.
- To initiate, facilitate and evaluate programmes of activities (age appropriate) for groups and/or individuals, for example, story sessions, listening and reading, art and craft work, computer activities, cooking, music, dance, special needs activities in consultation with the nursery team.
- To ensure that the materials, equipment and resources are available for groups and/or individuals to undertake planned activities, to tidy up at the end of the session and to encourage children to help whenever possible.
- To share and at times to take sole responsibility for groups of children working in areas (both inside and outside under the direction of qualified staff) where a variety of activities are available, facilitating and enabling them by providing appropriate levels of support and interaction.
- To keep careful records of the child's development and progress and share them with parents, the child and other professionals as necessary.
- To encourage the children (as age appropriate) in self-care, independence, caring for their peers and their environment, and good behavioural standards, setting excellent examples at all times.
- To advise the senior staff of any concerns with regard to children, parents, equipment or with regard to health and safety.
- To maintain and ensure adequate resources are available for activities planned within the activity room and inform senior staff of any likely shortages.
- To maintain confidentiality with regards to any information about the children, their families or School business, including staff matters.

- To take responsibility as required for any activity under the authority and direction of the Deputy Room Leader, Room Leader or the Manager, for example, visits out of the nursery, group work, maintaining registers.
- To act as a Key Person.
- To pass relevant information to other key persons for them to talk to parents as required.
- To attend meetings as and when required.
- To deal appropriately with minor accidents and injuries both indoors and outdoors.
- To be vigilant in matters of safety.
- To assist with the EYFS Late Stay facility in the Prep when required.
- To be flexible within the working practices of the nursery. Be prepared to help where needed, including to undertake certain domestic jobs within the nursery, e.g. preparation of snack meals, cleansing of equipment etc.
- Look upon the nursery as a 'whole' assessing where your help can be most utilised, be constantly aware of the needs of children.
- To ensure the setting is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- Work alongside parents/carers of special needs children to provide full integration in the nursery.
- To ensure each child is collected by someone known to the nursery.

#### Specific Child Care Tasks:

- The preparation and completion of activities to suit the child's stage of development;
- To ensure that mealtimes are a time of pleasant social sharing;
- Washing and changing children as required;
- Providing comfort and warmth to an ill child.

*This list is not exhaustive and duties may be changed or added to as determined from time to time.*



## PERSON SPECIFICATION

<b>Knowledge, Qualifications and Experience</b> <b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>● You must hold a current and relevant childcare qualification NVQ Level 2, or ideally level 3, or be working towards this.</li> <li>● You should have previous experience of working with young children.</li> <li>● A satisfactory enhanced Disclosure and Barring Services (DBS) check is required for this post.</li> <li>● A positive approach to completing relevant short courses and qualifications.</li> <li>● Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>● Paediatric First Aid Certificate.</li> <li>● Further relevant qualifications.</li> <li>● Evidence of continuous self-development and updated knowledge, particularly in the areas of responsibility for this post.</li> <li>● Knowledge of pupil welfare issues including child protection, raising achievement and SEND provision etc.</li> </ul>
<b>Skills and Abilities</b> <b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>● You should have an excellent understanding of safe working practices in relation to childcare.</li> <li>● Have an excellent understanding of child development.</li> <li>● Have the ability to work methodically and prioritise own workload.</li> <li>● Have the ability to work as part of a team and also on your own initiative.</li> <li>● Have the ability to maintain up-to date, accurate and detailed documentation.</li> </ul>	<ul style="list-style-type: none"> <li>● You will be conversant with current Early Years legislation.</li> <li>● Have some previous experience of using a computer and preferably online Learning Journey software.</li> </ul>
<b>Personal Qualities</b> <b>Essential</b>	<b>Desirable</b>

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| <ul style="list-style-type: none"> <li>● We are looking for someone who is honest, reliable and flexible.</li> <li>● You should be able to build excellent working relationships with children, parents/carers and colleagues within the Nursery.</li> <li>● Have the ability to attend for work punctually and be well presented.</li> <li>● Have excellent attention to detail.</li> <li>● Have a high level of patience.</li> <li>● Enjoy working with children.</li> <li>● Have the commitment to providing the highest standards of childcare.</li> <li>● Have the ability to multi-task.</li> <li>● Have the willingness to learn, and undergo further appropriate training.</li> <li>● Be flexible, positive, friendly and have a supportive approach to work.</li> <li>● Have the capability to respond positively under pressure.</li> <li>● Have a sense of fun, and understanding with other adults.</li> </ul> | <ul style="list-style-type: none"> <li>● Have the ability to manage change positively.</li> </ul> |
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## **WORKING AT THE LODGE DAY NURSERY**

### **YOUR HOURS OF WORK, SALARY AND BENEFITS**

You will join a friendly and supportive team. We offer plenty of opportunities for further professional development, working in a high achieving school in a fantastic area, with excellent facilities for both children and staff.

#### **What you need to know:**

As a full-time member of our Nursery Team, you will work for 37.5 hours each week, on Mondays – Fridays throughout the year on a rota to make sure we maintain our staffing ratios during the nursery opening hours.

For a full time Nursery Assistant for the hours listed above and in vacancy 1, your starting salary will be £24,784.50, and will depend on your skills, qualifications and experience. The

salary for a part time position will be dependent on the number of hours worked which can be discussed at interview.

If you join us to study for your Apprenticeship qualification, your salary will be paid at the National Living Wage for Apprentices during your first year of study, and your qualification will be funded by the Apprenticeship Levy. In your second year of employment, your salary will be within the above range.

All our appointments are subject to the satisfactory completion of a 3-month probationary period.

You will have 28 days' paid holiday each year (including bank holidays) and a further 5 days as paid time off when the nursery is closed in August (one day) and at Christmas (4 days). Giving **a total of 33 days' paid time off each year.**

We should let you know that holiday (usually 4 days) must be taken during the week each year when the nursery is closed in August, and we will let you know the dates well in advance each year.

You will be entitled to join our defined contribution pension scheme for support staff (the employer contribution rate is an attractive 10% of your gross pay), and you will receive three times your salary as death in service life cover.

You will be able to use the School's swimming pool and fitness gym free of charge and you will have a free freshly prepared lunch each day in School (when the school is in session). We also have (limited) free parking available for staff.

We have a review and development scheme for staff, to assist in your professional development, and we have a fantastic track record of supporting our nursery staff in training and development activities and gaining further qualifications.

## **CLOSING DATE AND INTERVIEW ARRANGEMENTS**



Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format, please contact us.

Completed application forms should be returned by **noon Friday 17<sup>th</sup> July 2026** to the Director of HR, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG. You can also email your application to [hr@ipswich.school](mailto:hr@ipswich.school). Please be advised that we cannot accept a CV in place of a fully completed application form for a role in our nursery team and interviews are likely to be held on Monday 20<sup>th</sup> July 2026.

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Leads or The Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a No Smoking Policy and employees are expected to comply with the statutory restriction on smoking in public places.

July 2026