



Woodentots
Nursery

We are Hiring!



JOIN OUR TEAM

www.woodentotsnursery.co.uk/careers

Thanks for your interest in a role at Woodentots Nursery. This booklet provides you with information about our setting and the staff opportunities we have to offer.

Due to our location, we focus on providing a secure and consistent base for children who experience one or both parents working away for prolonged periods of time within the Armed Forces.

The setting's ethos supports our aim that each child will be given every opportunity to reach their full potential; this also extends to our staff members.

We believe that high quality staff are essential in making sure we provide a high quality experience for children. For this reason we fully commit to providing all staff with opportunities to be the best they can be by supporting their

knowledge and skills through in-house training and opportunities to progress to the next level of qualification.

It is our mission that regardless of the many changes that may be taking place at home, children feel secure when attending the nursery after building strong relationships with their key person.

If you would like to make a real difference to these children's lives by providing them with a warm, consistent and happy experience we would love to hear from you!



Lucy
Director



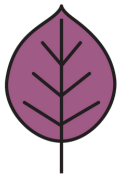
Emma
Manager

The Baby Unit





The Baby Unit houses two base rooms that are dedicated to our youngest children - The Nest and The Explorers and is overseen by Stacey our experienced under 2's leader. The rooms are designed to provide the children with a home from home environment that is welcoming, supportive, comfortable and spacious. Both rooms benefit from separate sleep rooms, bathroom and changing facilities and their own safe, secure and enclosed outdoor spaces directly accessed from their rooms.



The
Nest

Ages 4 - 14 months

- ✓ Flexible, child-led routine
- ✓ Separate sleep room
- ✓ Individual weaning menus
- ✓ Dedicated outdoor space



The
Explorers

Ages 24 - 35 months

- ✓ Fun, stimulating activities
- ✓ Treasury and sensory baskets
- ✓ Tumble Tots sessions
- ✓ A cosy area to snuggle in



The Foundation Unit





The Foundation Unit houses two base rooms for children aged over two years - The Investigators and The Preschool and is overseen by Becky our Early Years Teacher. The rooms are light, airy and spacious, providing children opportunities for learning in an exciting and supportive environment. All rooms benefit from their own outdoor spaces accessible from each room, these spaces are used daily as well as trips around the establishment and Forest School sessions.



The
Investigators

Ages 24 - 47 months

- ✓ Mark marking & pre-writing
- ✓ Cooking sessions
- ✓ Exploring the natural world
- ✓ Singing and rhymes



The
Preschool

Ages 37 - 60 months

- ✓ Phonics & Maths sessions
- ✓ 'School Ready' programme
- ✓ Forest School
- ✓ Practical life skills



Benefits of working at Woodentots Nursery

28 days paid
holiday (pro rata)

Paid birthday day off

Bi-annual
Pay Review

Free
on-site
parking

Pension scheme

Discounted
home-cooked lunches

Shutdown for
Christmas week
and public holidays

Paid EYFS training
e.g. First Aid

Access to 100+ online courses



Staff Wellbeing Co-ordinator

Paid DBS and
Update Service



At Woodentots we have a strong vision which is demonstrated through our five **H.E.A.R.T** values below:

Home from Home

Our safe and secure surroundings provide a happy, warm and inviting environment where we support friendships and togetherness, nurturing and enriching children's personal, social and emotional well-being.

Education

Our child centred curriculum inspires confidence, independence and a genuine love for learning. We ignite curiosity, enjoyment and thinking through play-based experiences that engage, stretch and challenge.

Accountability

Our approach is consistent, of high quality and committed to achieve the best outcomes for all children. We always do the right thing, even when no one is watching.

Relationships

Our key person system and family orientated approach strengthens our caring partnerships by recognising the uniqueness of our community's lifestyle and the significant influence parents have on their child's development.

Team

Our shared approach values trust, honesty, openness and reflection within our team. We welcome everyone's contribution and look out for each other to ensure no one is left behind.

Home from Home

- To create and maintain a safe and consistent environment where children feel happy and secure.
- To take responsibility for maintaining room cleanliness and tidiness, ensuring cleaning schedules are completed.
- To carry out, support and promote personal routines with key children, ensuring their individual needs are met.
- To encourage the good health of children and offering appropriate support when they are unwell.
- To lead mealtimes, encouraging table manners, healthy eating and ensuring individual dietary requirements are met.
- To promote and encourage children's physical exercise at every opportunity.
- To support children's emotional wellbeing in line with their age, developmental stage and positive behaviour strategies.
- To welcome new key children to room and prepare key children for their transition to the next room.

Education

- To demonstrate understanding of child development, promoting care and education as an integrated programme.
- To deliver the curriculum, providing a broad range of interesting experiences, indoors and outdoors.
- To plan, prepare and carry out activities, that support the curriculum and cover the EYFS areas of learning.
- To teach, support and extend children's knowledge and skills at every opportunity, particularly their language skills.
- To set up the learning environment daily to ensure exciting and stimulating experiences are on offer.
- To observe and record children's progress, contributing to their learning journals.
- To complete factual assessments in accordance with all key children's individual assessment cycle.
- To refer any children who need extra support to the SENDCO, supporting any IEP's subsequently put in place.

Accountability

- To follow the safeguarding and child protection procedures and be competent in keeping all children safe from abuse.
- To adhere to all policies to ensure the premises is safe, undertaking regular health and safety training.
- To hold an in-depth knowledge of the EYFS statutory framework, ensuring compliance with all aspects.
- To ensure own suitability to work with Early Years children, in line with EYFS statutory requirements.
- To deal with any accidents or injuries and hold a current paediatric first aid certificate.
- To carry out risk assessments as necessary.
- To follow the equal opportunities and anti-discrimination policies, promoting diversity and British values.
- To contribute towards the current targets set for the room, as identified in the nursery development plan.

Relationships

- To be warm and responsive, consistently showing happiness and enjoyment when interacting with the children.
- To work as a key person for a group of children, promoting their attachments and meeting their needs.
- To ensure key children are championed and thought about, encouraging their confidence and independence.
- To build and maintain professional working partnerships with families, ensuring a high level of customer service.
- To report to parents about their child's learning and development, care and wellbeing, uploading information to Family.
- To communicate with parents verbally and electronically in a professional manner, ensuring high standards at all times.
- To follow the assessment cycle, ensuring parents have ideas of how to support their child's learning priority at home.
- To plan, prepare and participate in nursery and WPSA events.

Team

- To maintain effective communication with colleagues to contribute to the smooth running of the room.
- To support colleagues and the work of the team by contributing equally to the workload of the room.
- To support the wider staff team, covering holidays or absences in other rooms.
- To be reliable with excellent attendance and act as a good role model for all aspects of the nursery day.
- To attend supervision meetings to discuss any safeguarding or child development concerns.
- To take part in regular meetings to reflect on your performance and agree to improvements where necessary.
- To attend 'in house' training and other mandatory training as requested.
- To support apprentices, carry out the role of their mentor and support their induction programmes.



How many hours will I be working?

Each full time member of staff works 40 hours per week, 8 hours per day. The nursery opens at 7.30 and closes at 6.00, all staff work a shift system between these hours. For example, 7.30 – 4.30 or 9.00 – 6.00. Staff members are entitled to one hour for lunch.

Part time staff work a range of hours that are suitable to them, usually between 20 - 30 hours per week. Part time staff either start work at 7.30 or finish at 6pm.

How do I apply for a position?

If you are interested in finding out more about our vacancy please let us know via email and Lucy will arrange a convenient time to call you. After the call she will book a time for you to come and visit the nursery to enable you to come and see what we do first hand.

You will be escorted from the main gate up to the nursery and back again, so you will not have to find your own way!

If I am successful in a position how will I gain access to the base?

All permanent staff members undergo a security vetting procedure when starting employment at the nursery which will result in a personal pass which enables full access to the base.

What do I need to wear?

The nursery provides polo shirts and sweatshirts for staff and recommends that comfortable trousers or shorts are worn. We do access the outdoors daily regardless of weather so appropriate clothing to do this recommended.

We look forward to hearing from you!