



Park Community School, Middle Park Way, Havant, PO9 4BU

Early Years Assistant (Nursery) - Baby Room

**Salary: Grade B – £25,615 Full Time Equivalent per annum
(adjusted pro rata for part time or term time only)**

37 hours per week, either 52 weeks per year or term time only

Monday to Friday, hours will be shift-based between 7.30am and 6.00pm

Initially fixed term to 31 August 2027

Benefits include 24 days' holiday per year plus bank holidays, Local Government Pension Scheme and Staff Discounted Nursery Fees

Park Community Nursery is a modern nursery set within the grounds of Park Community School in Leigh Park. We provide childcare for children aged 3 months to 5 years. We are looking for an Early Years Assistant to support the nursery team to achieve the very best results for the children's safety, wellbeing and learning. This position is in the baby room, so experience and training in this setting would be beneficial.

Responsibilities will include:

- Welcoming children and settling them into nursery as well as the preparation of children for collection by their parent or carer.
- Key worker responsibility for a group of children, observing, monitoring, reviewing and recording the development of each child.
- Attending to the physical needs of children in the age range including feeding and nappy changing
- Participating in taking children out of the nursery on activity visits e.g. shopping, park, library and act in loco parentis, in the absence of parents.
- Assisting in a curriculum of activities to ensure that the physical intellectual, emotional and social needs of each child are met.
- Encouraging children to explore and investigate structured play activities and games, developing social and motor skills.
- Maintaining good working relationships with parents.

The ideal candidate will hold a Level 2 or Level 3 qualification in childcare, with previous experience within a childcare setting and an understanding of safeguarding and health and safety including first aid. Alternatively we can support apprentices to study towards Early Years qualifications – please note that different rates apply for apprentices, and time off will be given to train.

Closing date: 28 September 2026

To apply for this position, please download a support staff application form from www.pcs.hants.sch.uk/employment.php. Agencies please note that we can only accept direct applications from candidates.

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the School welcomes applications from all sections of the community.