Apprentice Early Years Assistant (Nursery)

Fixed Term initially to cover duration of apprenticeship
£8.00 per hour
52 weeks per year, 37 hours per week
(with paid 20% of working time dedicated to study)
24 days' annual leave plus bank holidays

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 Apprentice Early Years Assistant to support the nursery team to achieve the very best results for the children's safety, wellbeing and learning.

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; PE, toilet training/supervising.
- 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 the implementation of 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 and as required participating in meetings with parents and carers.

The nursery is open from 7.15am to 6.00pm Monday to Friday, and shifts will be organised on a rota basis to cover all opening hours.

To apply for this position, please download an application form from www.pcs.hants.sch.uk/employment.php and forward your completed application to recruitment@pcs.hants.sch.uk. We look forward to hearing from you.

Agencies please note: we only accept direct applications from candidates.

Closing date: 23 November 2026

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 Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community.