Heene CE Primary School

Job Application Pack – Nursery Assistant-Full Time

West Sussex NJC Grade 3, point 4 £26,016 FTE (Actual salary £19,687)

Start date: 14th December 2026; Permanent contract

32.5 hours per week, Term Time Only – Working hours 8.15am-3.15pm

Closing Date – Sunday 1st November

Interview: Wednesday 4th November

Letter from our Headteacher

Thank you for expressing an interest in a vacancy at Heene CE Primary School. On behalf of the whole Heene CE Primary School community, we extend a very warm welcome.

We are blessed to be situated here in the heart of the central Worthing community. We have so much close by; our two churches (St Botolph's and St Matthew's) with whom we work so closely, our park opposite the school, local businesses, and the beach just a short walk away.

Our vision is: 'Together in faith, we love, grow and learn'

We are a vibrant community where everyone is valued and where all talents are celebrated. Every pupil is unique and together we form a harmonious and vibrant school.

Our newly revised values are:

- **Kindness**
- **Confidence**
- **Resilience**
- **Hope**
- **Curiosity**
- **Respect**

At Heene CE Primary School, we always put kindness first. We think this is a great rule for life.

These are the six values that we, the staff, and Governors, want to help the children develop during their time at our school. All our learning is linked to these values in some way.

Our leadership team, and team of great teachers and support staff, are excited about the rapid improvements that we are making in our school now that we are part of the Diocese of Chichester Academy Trust and we are looking to expand the team with the right people to aid us on this journey.

Visits to the school are warmly welcomed and encouraged - please do contact the school office and I will be happy to show you around.

Mrs Laura Turner

Headteacher

Advert

Salary	**West Sussex NJC: Grade 3, point 4 £26,016 FTE (Actual salary £19,687)**
Location	Heene CE Primary School, Norfolk St, Worthing, BN11 4BB
Contract	32.5 hours per week, Term Time Only.
	Monday – Friday 8.15am - 3.15pm
	Permanent contract

Heene CE Primary School is delighted to be opening a new nursery in January and is seeking a dedicated, hardworking and enthusiastic Nursery Assistant to help shape this exciting new provision from the very beginning.

We will always give full, fair and unbiased consideration to any request from an employee to enter into a job-share arrangement, on the basis that 2 job share partners can be recruited.

No CVs please, application forms only.

Application Details

Thank you for your interest in the Nursery Assistant vacancy at Heene CE Primary School. Further details of this post, the School and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Laura Turner, which clearly demonstrates your suitability for this role.

Applications can be submitted via email to hr@heeneprimary.co.uk

These can be downloaded from the school website www.heeneprimary.co.uk/web/

Closing Date and Interview

Closing date for applications will be Sunday 1st November. The interviews will aim to be held on Wednesday 4th November.

Visiting

Heene CE Primary School is conveniently located in the historic seaside town of Worthing. The school is a short walk away from Worthing train station. Travel direct by train in only 25 minutes from Brighton, approximately 30 minutes from Chichester and just over 50 minutes from Portsmouth.

Safeguarding

The Diocese of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children, young people and adults. We have a robust safeguarding and child protection policy, and all staff will receive training relevant to their role at induction and throughout employment at the school/Trust. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory references and enhanced Disclosure and Barring Service criminal records check for work with children. For further information about what is required in this process please go to https://www.gov.uk/dbs-check-applicant-criminal-record . An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with Keeping Children Safe in Education.

The Diocese of Chichester Academy Trust is committed to meeting the needs of our diverse community and aim to have a workforce reflecting this diversity.

Job Description

The duties of a Nursery Assistant include:

- Supporting the Nursery Teacher and Early Years team in providing a safe, stimulating and nurturing learning environment for children aged 2–4 years.
- Assisting with the planning, preparation and delivery of high-quality learning experiences in line with the Early Years Foundation Stage (EYFS).
- Helping children to develop their independence, confidence, communication and social skills through play-based learning.
- Building positive relationships with children, encouraging their wellbeing, curiosity and engagement in learning.
- Supporting children's personal care needs, including toileting, handwashing and promoting good hygiene practices, in line with school policies.
- Preparing and organising learning resources, activities and indoor and outdoor learning environments.
- Observing children's learning and development and contributing to assessment records as directed by the Nursery Teacher.
- Ensuring the safe arrival, supervision and collection of children, working closely with parents and carers.
- Promoting high standards of safeguarding, health and safety, and child welfare at all times.
- Supporting children with additional needs and helping to ensure an inclusive environment where every child can thrive.
- Working positively with colleagues, parents, carers and external professionals to support children's development and wellbeing.
- Administering first aid when required and reporting accidents or incidents in accordance with school procedures. (First Aid training will be provided)
- Undertaking relevant training and professional development opportunities.
- Adhering to all school policies, procedures and expectations, including safeguarding, confidentiality and equalities responsibilities.
- Contributing to the Christian vision and values of Heene CE Primary School and supporting the wider life of the school community.
- All staff will be required to follow school policies and the staff code of conduct.
- This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION: Nursery Assistant

Essential Criteria	Measured by
Experience Experience of working in an education setting committed to the inclusion agenda. Experience of working to support children's learning, gained in a relevant environment.	AF/I
Qualifications/Training Level 3 Early Years Qualification Preferably qualification in play work or experience in a relevant discipline. Full First Aid Certificate (preferably Paediatric Frist Aid) Child Protection L1 The bottom three of these can be provided if necessary.	AF/I
Knowledge/Skills Good communication skills. Good ICT skills. Very good numeracy and literacy skills (preferably GCSE or equivalent) Ability to work well with children and adults. Good organising and prioritising skills. Methodical and good attention to detail.	AF/I
Behavioural Attributes Has a friendly yet professional approach which demonstrates support and shows mutual respect. Open, honest and an active listener. Takes responsibility and accountability. Committed to the needs of the children, parents and other stakeholders and challenge barriers and blocks to providing an effective service. Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. Is committed to the provision and improvement of quality service provision. Is adaptable to change/embraces and welcomes change. Acts with pace and urgency being energetic, enthusiastic and decisive. Communicates effectively. Has the ability to learn from experiences and challenges. Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

Overview of the Trust

Diocese of Chichester Academy Trust (DCAT) exists to provide a first-class option for schools choosing to become an academy. We currently have 28 schools making up our Trust, each maintaining its own unique character and identity, serving its own distinct community.

We consider, and our schools tell us, that one of the strengths of our Multi Academy Trust is that all our schools are an equal part of our DCAT family; schools that share ideas, stories and, when appropriate, recourses to helping every child achieve their God-given potential, which is our Trust vision.

To support this, we have clear and stated aims. We aim to be a Trust in which:

- Developing the whole child means pupils achieve and maximise their potential
- Continued development of staff is valued and improves education for young people
- All schools are improving and perform above national expectations
- The distinct Christian identity of each academy develops and is celebrated