St Swithun's
Prep School
WINCHESTER

Nursery Practitioner

Required from January 2027
Full time 40 hours per week, all year
Salary £27,000 - £33,500



St Swithun's Prep School
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Welcome from the Prep School Head



Liz Norris, Prep School Head

Thank you for your interest in St Swithun's Prep School and Nursery and Preschool.

We are a lively and forward-thinking prep school, proud to offer children a wide breadth of experiences within a nurturing and stimulating environment. We believe children learn best when they are engaged, curious and enjoying their learning and our curriculum is designed to provide rich opportunities for exploration.

We are now at an exciting stage in our development as we launch our nursery and preschool provision for children from 9 months. We are seeking Nursery Practitioners at various stages of your careers to join us at this important time and play a key role in supporting the successful establishment of this provision.

This is an opportunity to contribute to a new and growing part of our school, helping to create a welcoming, organised and professional environment.

We hope this pack gives you a sense of what is important to us at St Swithun’s. We would be delighted to receive your application and look forward to meeting you.

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Welcome to our school

St Swithun's Prep School educates around 150girls aged 4–11.

The Prep School is housed in two purpose-built buildings, opened ten years ago. These provide an exceptional learning environment, with bright, modern classrooms and a wide range of specialist facilities. We have a fully equipped gymnasium and a versatile multi-purpose auditorium with retractable seating, supporting both sport and performance.

Our new Nursery and Preschool provision has been carefully integrated within these existing buildings, benefiting from the same high-quality environment, while also enjoying its own dedicated outdoor learning space designed specifically for younger children.



The Prep School sits within the wider St Swithun's School site, adjoining the Senior School—a leading GSA school for girls aged 11–18, offering day, weekly boarding and full boarding. Pupils benefit from access to shared facilities across the campus, including catering services and an outstanding swimming complex with both full-size and learner pools.

Set within 45 acres of beautiful grounds overlooking the Hampshire Downs and within the South Downs National Park, the school provides a truly inspiring setting. Despite its peaceful location, it is within walking distance of the centre of Winchester and just one hour from central London.

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St Swithun's Nursery & Preschool

St Swithun's Nursery and Preschool offers a warm, inspiring and high-quality early years environment where young children are given the very best start to their educational journey. From their first days with us, we help each child take those important first steps with confidence and courage.

Caring for children from 9 months to 4 years, our setting provides a calm and happy foundation in which children feel safe, confident and ready to learn. Learning is shaped by play, exploration and discovery, with the natural world and outdoor experiences woven throughout everyday nursery life.

Our bespoke Explorers' Cabin offers a unique learning environment for nursery and preschool children, complementing the spacious Early Years rooms, adjoining courtyard and outdoor learning spaces. We are passionate about bringing the outdoors in and enabling children to learn through direct experiences of the world around them.

Rooted in the school's core values of Caritas, Humilitas and Sinceritas, our nursery and preschool place nurture and positive relationships at the heart of everything we do.

We believe that when children feel secure, known and valued, they thrive.



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Nursery Practitioner

Nursery Practitioners at St Swithun's are key to supporting our new nursery provision, creating an environment where children are encouraged to explore and develop a lifelong love of learning. Working as part of a dedicated team, practitioners support learning and development in line with the Early Years Foundation Stage (EYFS), fostering confidence and independence through play and meaningful experiences.

We believe young children learn best when they are actively engaged with the world around them. Outdoor learning is an important part of nursery life, with opportunities to learn, explore and discover both inside and beyond the classroom.

We are seeking enthusiastic individuals at various stages of their early years careers to join us and develop their skills within a high-quality setting. Successful candidates will be passionate about working with children and building positive relationships with families.

We are currently focussed on recruiting qualified staff who can join us working all year round; we do not currently have any vacancies for term time only working.



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Nursery Practitioner

Key responsibilities

Childcare and Education

- Provide high-quality care and learning opportunities for children aged 9 months to 4 years.
- Plan and deliver engaging experiences in line with the Early Years Foundation Stage (EYFS), supporting learning and development through play and exploration.
- Observe, assess and record children's development, using these observations to inform future planning and next steps.
- Act as a key person for designated children, building secure and positive relationships with children and their families.
- Support children's social, emotional, physical and communication development.
- Promote independence, confidence and positive behaviour through a nurturing and consistent approach.
- Support inclusive practice and contribute to positive outcomes for all children, including those with additional needs.
- Help children to develop curiosity about the world around them through both indoor and outdoor learning opportunities.

Environment and Resources

- Prepare and maintain engaging indoor and outdoor learning environments that reflect children's interests and stages of development.
- Support the effective use of the nursery's outdoor learning spaces and the Explorers' Cabin.
- Ensure resources are safe, appropriate and well maintained.
- Contribute to displays and documentation that celebrate children's learning and achievements.
- Take responsibility for the tidiness, organisation and presentation of learning environments.

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Nursery Practitioner

Key responsibilities

Safeguarding and Compliance

- Always promote the safeguarding and wellbeing of all children.
- Follow the school's safeguarding policies and procedures and report concerns promptly in line with statutory guidance.
- Maintain a safe, clean and secure environment that supports children's health, safety and wellbeing.
- Support children's personal care needs, including toileting, nappy changing and hygiene routines, in a respectful and age-appropriate manner.
- Administer first aid when required, in accordance with training and nursery procedures.
- Follow nursery policies and procedures relating to health and safety, medication, food hygiene and infection control.
- Maintain accurate records and documentation as required.

Partnership with Parents and Colleagues

- Build positive and professional relationships with parents and carers, supporting open and effective communication.
- Share information about children's development, wellbeing and daily experiences.
- Work collaboratively with colleagues across the nursery and wider school to promote high-quality provision.
- Contribute to children's transitions within the nursery and preschool and onwards to school.
- Attend staff meetings, training sessions, parent meetings and professional development activities as required.
- Contribute positively to a culture of teamwork and continuous improvement.
- Support activities that help promote the nursery and preschool, sharing positively in the life of the setting and wider school community.

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Person specification

Essential

- Relevant Early Years qualification (minimum of Level 2)
- Strong understanding of the Early Years Foundation Stage (EYFS) framework
- Ability to support children's learning, development and wellbeing
- Excellent communication skills with children, colleagues and parents
- A nurturing, patient and caring approach
- Commitment to safeguarding and promoting child welfare
- Ability to work effectively as part of a team
- Good organisational and time management skills
- Ability to observe, assess and record children's progress accurately
- Positive attitude with a proactive and flexible approach

Desirable

- Experience working in an independent school or high-quality nursery setting
- Knowledge of child development and best practice in early years education
- Paediatric First Aid qualification (or the willingness to obtain is essential)
- Experience using online learning journals or assessment systems
- Ability to contribute to a creative and engaging learning environment
- Confidence in supporting outdoor learning and play-based experiences
- Strong relationship building skills with families and the wider school community
- Understanding of inclusive practice and supporting children with additional needs
- Willingness to engage in continuous professional development

These qualities will be assessed through application, references and during the interview process.

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Terms and conditions

Our nursery will operate for 50 weeks of the year, opening Monday to Friday from 7.30am to 6.00pm. The provision will comprise three distinct areas: a room for babies aged 9 months to 2 years, a room for children aged 2–3, and a preschool class for children from the term after their third birthday.

As we continue to build our team, we are keen to hear from candidates seeking a variety of working arrangements and welcome applications for full-time work across either four or five days per week. Working patterns will be agreed according to the role and the successful candidate's availability.

Salaries will be competitive and will reflect the level of role, qualifications and experience. Typical salaries for practitioner roles are expected to fall within the range of £27,000–£33,500 FTE.

In addition, we offer a market-leading benefits package, including:

- 7.6 weeks paid annual leave, inclusive of bank holidays and the Christmas closure period
- Generous DC pension scheme
- Free membership of the school swimming pool
- Free or heavily subsidised access to a range of activities on site including yoga, Pilates and strength and conditioning.
- Discount on school fees
- Refreshments whilst working, and free meals when on duty
- Access to an employee assistance programme

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How to apply

Please complete our online application form which can be found **here**.
We are not able to accept CVs instead of our application form.

We are considering applications as they are received and encourage early applications; we will be holding interviews on an ongoing basis.

For any queries about the role or the application process, please contact the HR Department on 01962 835798 or email recruitment@stswithuns.com



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Child protection and safeguarding

"St Swithun's is committed to safeguarding and promoting the welfare of children.
All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service."

Child Protection Statement

- Every child has the right to freedom from physical, racial, sexual, verbal or mental abuse (this includes bullying and intimidation). Our overriding aim is the protection of the individual child within the school.
- We require staff to be fully aware of what child abuse is and the different forms in which it may present itself, and of their duties in respect to child protection.
- We will provide adequate training (both as part of an induction and an ongoing process) in recognising abuse, and what to do if abuse is suspected.
- We are committed to maintaining good communication within the School on child protection issues and to following recognised procedures.
- The Head ensures that the recommended procedures are followed when recruiting staff.

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Equal opportunities

St Swithun's welcomes applications from candidates from a diverse range of backgrounds. The school will recruit predominantly based on an applicant's relevant skills, experience, capabilities and potential for development. The ability to work collaboratively with others will also be taken into account.

St Swithun's is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills free from unlawful discrimination or harassment, and in which all decisions are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

We do not discriminate unlawfully on the basis of age, disability, marital or civil partner status, race (including nationality, ethnic or national origin), religion or belief, sex or sexual orientation, gender reassignment or pregnancy or maternity (defined in the Equality Act 2010 as protected characteristics).

If you have questions about our recruitment processes, or would like any support to access our recruitment process fully please do contact us at recruitment@stswithuns.com.

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Explanatory notes

Application Form

Applications will only be accepted from candidates completing the enclosed application form in full. CVs will not be accepted in substitution for completed application forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.

Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

The successful applicant will be required to complete a disclosure application form from the Disclosure and Barring Service.

In accordance with government guidelines, we will seek references on shortlisted candidates for teaching and some other posts, and approach previous employers for information to verify particular experience or qualifications before interview. In other cases, if this has not been done, any offer of a post will be conditional upon receipt of satisfactory references. References should be from the applicant's current or most recent employer. If the current/most recent employer does/did not involve work with children, then the second reference should, if possible, be from the employer with whom the applicant most recently worked with children. Referees should not be a relative or someone known to the applicant solely as a friend.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer not applicable if your duties have not brought you into contact with children or young persons. The School will only accept references obtained directly from the referee and will not rely on references provided by the applicant or on open references or testimonials.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

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Explanatory notes

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. All candidates invited to interview must also bring with them:

At least two forms of identification, i.e. current driving licence (including photograph), a passport, a full birth certificate or marriage certificate, a utility bill or financial statement showing the candidate's current name and address. These must be issued within the last three months and provide verification of address. Documentation confirmation their national insurance number, where appropriate, any documentation evidencing a change of name.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received).
- A check of the DfES barred list database, and the Protection of Children Act List as appropriate.
- A satisfactory DBS disclosure.
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as the school may require in accordance with statutory guidance.
- Satisfactory completion of the probationary period.
- Verification of medical fitness appropriate for the job's requirements.
- A written declaration that neither they nor anyone in their household is disqualified from working with children.
- Verification of professional status, such as GTC registration, QTS Status (where required), NPQH.
- Verification that the teacher/applicant is not subject to a prohibition order issued by the Secretary of State.
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).

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