Baby Room Nursery Staff

Full Time – 37 hours - Permanent Contract

Level 3 Qualified from £26,018 - £27,111

Unqualified starting from £25,025

An exciting opportunity has arisen for a Nursery Nurse/Nursery Assistant at First Steps Nursery, based at Yateley School.
Our 112-place day nursery caters for babies and children from the age of 3 months to 5 years from 8am-6pm daily.



First Steps Nursery, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222
https://www.firststepsnursery-yateley.co.uk/

Candidate Information Pack

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Please do visit our website for more information

https://www.firststepsnursery-yateley.co.uk/









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First Steps Nursery
School Lane
Yateley
Hampshire
GU46 6NW
childcare@yateleys.com

Dear Applicant,

Thank you for your interest in applying for this position at First Steps Nursery. If you are looking to work in a friendly, exciting and dynamic childcare setting then look no further! We are always keen to find enthusiastic practitioners to join our thriving and successful day nursery, caring for around 112 children aged between 3 months to 5 years.

We hope that this information pack helps you in making your decision to proceed with an application to join us. However, a visit to the setting, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our children. In August 2022, Ofsted noted that *"staff leaders have a clear vision of what needs to be done to make their provision even better and work with staff to plan and implement a sequenced and ambitious programme"*.

We make every effort to ensure all candidates have equal opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of, please do not hesitate to contact me.

Yours sincerely,



Heidi Thompson
Childcare Manager

Advert – First Steps Nursery

Job Title:	Nursery Nurse/Nursery Assistant
Salary:	Level 3 Qualified £26,018 - £27,111 FTE (EHCC Grade C)
	Unqualified starting from £25,025 FTE (EHCC Grade A)
Hours of Work:	Full Time 37 hours / 52 weeks
Contract:	Permanent – start date January 2027

An exciting opportunity has arisen. We are keen to recruit a dynamic and highly motivated colleague to join our Baby Room team at First Steps Nursery. Our children are a delight; keen to play & learn, happy, full of energy and have warm and friendly families to work alongside us, giving the children the best start in their early years.

You will be joining a friendly, professional and supportive organisation that is completely committed to securing the best academic and personal development outcomes for our babies and young people and the best professional development for staff. First Steps Nursery is a warm, nurturing & fun childcare setting, firmly rooted within the local community.

If you are committed, resilient, have a creative personality, and are capable of making a positive contribution to our setting and inspire both the children and staff, then this could be the post for you. The successful candidate will share the ambitions, ethos and values of First Steps Nursery.

In addition to permanent staff, we are also open to recruiting casual workers to cover staff absences, particulary during term time. If you are applying on this basis please state on your application.

Application procedure

Interested applicants should complete the application form together with the personal statement within the form, and address the job description and person specification in their application. CV's are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: Friday 27th November 2026. Early applications are welcomed, closing date could be earlier should a successful candidate be appointed.

First Steps Nursery and Yateley School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).



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Job Description

Job Title:

Nursery Nurse/Nursery Assistant

Job Purpose:

To deliver provision of a high standard of early education and childcare within a stimulating and friendly environment that is physically and emotionally secure, that meets the needs of all children attending and their families, in accordance with policies and practice and meeting national standards.

Line Management

Responsible to: Room Leader, Deputy Manager & Nursery Manager

Liaison with: children, parents, colleagues, school HR department, Ofsted, external agencies if required

The post holder will carry out all related duties, subject to the direction of the Childcare Manager, in conformity with policies of the nursery and the pay and conditions of service that are currently in place.

This job description may be subject to review, after consultation, at the request of the Childcare Manager.

Date of publication: April 2026









Main Duties & Responsibilities

- To ensure the room and setting are set up each morning to be inviting, interesting, exciting and welcoming for the children, preparing materials and equipment attractively and safely and throughout the day
- To greet the children and families upon handover each morning and obtain information for each child to set them up for their day, asking relevant questions
- To settle the children into the nursery
- To take keyworker responsibility for a group of children within the room, observing, monitoring, reviewing and recording the development of each child
- To attend to the physical needs of the children in the age range including feeding and nappy changing, toilet training/supervising, to foster their development, independence and self-reliance
- To implement the curriculum of activities to ensure that the physical, intellectual, emotional and social needs of each individual child are met
- To encourage children to explore and investigate structured play activities and games, developing their social and motor skills
- To participate in taking children out of the nursery building, to the outdoor space and gardens, on the school field or around the school campus, safely
- To encourage interaction between adults and children
- To adhere to staff:children ratio at all times, following Ofsted guidelines, managed by Nursery Manager or Deputy
- To prepare the child for collection at the end of their day, greet the family member and handover relevant information
- To report any concerns about a child who raises any physical, social or emotional concerns to a senior member of staff
- To build and maintain good working relationships with parents, family members and as required, participate in meetings with parents and carers
- To liase with parents on the care, progress and well-being of their child
- To clear resources and equipment away after each use and help ensure all toys, resources, equipment, rooms and play areas are kept safe and hygienic at all times and as clean and tidy as is practicable
- To maintain the safety of equipment and premises at all times withdrawing any potentially dangerous toys, resources and equipment and report any defects to senior staff
- To work co-operatively as part of a team and where necessary, provide cover for other nursery staff
- To attend and participate in room and staff meetings
- To participate in events outside of working hours, such as annual festive evening
- Where undertaking a key worker responsibility, to maintain appropriate records for their children
- To record data to support nursery policies and procedures, under guidance as necessary
- To maintain high standards of cleanliness and hygiene for children (including changing children's clothes as required), equipment and the environment



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- To ensure that accidents are attended to by a trained first aider (themselves and others as needed) immediately and provide comfort to sick or injured children
- To assist senior staff and management in ensuring the health, safety and welfare of all users of the setting

Personal development, behaviour and welfare

- To be qualified to NVQ level 3 (or equivalent) or be willing to learn and undertake training
- To complete mandatory courses; Safeguarding, Health & Safety, Food Hygiene
- To complete mandatory paediatric first aid and be confident in applying as required
- To complete regular internal courses (Noodle Now) as directed by the Childcare Manager
- To assist the room leader in ensuring the effective day to day running of the room
- To maintain discipline in accordance with the nursery's policies and procedures, and to encourage good practice with regard to punctuality and behaviour
- To abide by the nursery policies and procedures
- To act in accordance with national policy and current legislation relating to nurseries and those issued by HCC



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Person Specification

Job Title:

Nursery Nurse/Nursery Assistant

Qualifications and Training

- To be qualified to NVQ level 3 (or equivalent) or be willing to learn and undertake training
- Evidence of continuous professional development

Competence (knowledge, abilities, skills, experience)

- Be able to engage children in all aspects of the (EYFS) Early Years Foundation Stage
- Be patient, understanding and empathise with young children
- Have experience with early years children (desirable)

Personal requirements

- Ability to work effectively and supportively within the nursery environment
- Excellent communication skills ensuring appropriate communication with young people



Nursery Information

First Steps Nursery is located on the Yateley School site, built in 1992, starting out as a 30-place Day Nursery in one building. Since then, it has developed into the 3 elements it is today, the Day Nursery, Little Learners and Pre School. The 112-place Day Nursery caters for babies and children from the age of 3 months to 5 years from 8am - 6pm daily, open 51 weeks of the year. The original nursery building, is home to the babies and toddlers, aged 3 months to 2.5 year old children. Little Learners, the old caretakers house, is home to children aged 2.5 years to 3.5 years and Pre School, the former Sure Start centre, is home to children aged between 3.5 years and 5 years.

The setting is managed by Heidi, who has been the manager since 2015. Heidi is very proud of the activities we offer as we are able to make full use of the school campus. The children are able to explore the surrounding fields and go on nature walks, kicking the leaves and splashing in puddles. The pre school have regular sports and football sessions on the field & in the school gym in the holidays. There is also a breakfast & after school club located next to the main nursery building, called Home from Home, who also have full access to the school facilities and love playing sports on the school field.

Yateley Library is also located on the school campus so the nursery takes full advantage of everything they have to offer. The children love a visit to the library.

The last Ofsted inspection, in August 2022 awarded the setting with a GOOD result.









Our Curriculum

First Steps staff observe the children to ascertain starting points for learning. Together with their parents and staff's knowledge and understanding of child development, they plan age appropriate activities in order to help the children achieve their full potential. This is broken down into manageable next steps for each individual child.

First Steps has a range of topics and themes we base our activities on, these are then adapted to suit the needs of every child in the setting. Children's individual interests are incorporated into their learning and development daily.

The First Steps Vision

At First Steps Nursery, management and staff provide a high level of care and support. We strive to create an environment in which our children are cherished and feel safe. We pride ourselves on our warm, nurturing and family orientated environment where each child and their individual needs are met.

Our open-door policy allows us to welcome our families and build a close, supportive, and trusted relationship. We recognise the importance of good manners and respect for others and believe that this in itself helps our children to be fully prepared for their lives ahead.

We provide our children with strong foundations for life and the best opportunities to achieve their full potential.

"We provide a safe and happy atmosphere which will encourage your child to develop and learn, giving them an excellent start for school and their future".







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Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via E-Teach and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

First Steps Nursery and Yateley School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Local Government Contributory Pension Scheme
- Free on-site car parking
- Staff Wellbeing Service
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)



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