

Pre-School Nursery Assistant

- **Closing Date:** Wednesday, 8th July 2026
- **Interview Date(s):** Monday, 13th July 2026
- **Job Start Date:** 1st September 2026
- **Contract/Hours:** 19.5 hours per week (part time)
- **Salary Type:** Support Staff
- **Salary Details:** Grade 4 - £24,404 - £24,790 pro rata (£12.65 - £12.85 per hour) - Term Time only
- **Hours of Work:** 8.20am - 3.20pm – three days per week
- **Location of Role:** Longworth Primary School
- **Contact e-mail address:** office.3234@longworth.oxon.sch.uk

We are looking for a warm, caring and enthusiastic Pre-School Assistant to join our happy early year's team. This is a wonderful opportunity to help our youngest children feel safe, settled and excited to learn each day. The successful candidate will work closely with colleagues to create a nurturing, playful and stimulating environment where every child can grow in confidence, curiosity and independence.

Key Responsibilities

- Support the planning and delivery of age-appropriate activities, play opportunities and learning experiences.
- Help create a safe, inclusive and welcoming environment for all children.
- Assist children with personal care routines, snacks, mealtimes and transitions throughout the day.
- Observe children's progress and share relevant information with senior staff.
- Encourage children's social, emotional, physical and communication development.
- Set up, tidy and maintain indoor and outdoor learning areas.
- Work in partnership with parents and carers, maintaining professionalism and confidentiality.
- Follow all safeguarding, health and safety, and setting policies and procedures.

Person Specification

Essential:

- A genuine passion for working with young children.
- Good communication and teamwork skills.
- A patient, positive and caring approach.
- An understanding of safeguarding and child welfare responsibilities.
- The right to work in the UK and willingness to undertake all required pre-employment checks, including an enhanced DBS check.

- A relevant Level 3 early years qualification.
- Previous experience in a nursery, preschool, playgroup or other early years setting.
- Knowledge of the EYFS framework and child development.

Desirable:

- A current paediatric first aid certificate.

What the children would like: Someone who is kind, smiley and gentle; loves to play, listen and join in with their ideas; helps them feel happy, safe and important; enjoys sharing stories, songs and fun activities; and celebrates their efforts, achievements and little milestones every day.

This role is subject to satisfactory references, an enhanced DBS check and any other safer recruitment requirements relevant to working with children.

Visits to the Pre-school are available and are encouraged. For further information and/or to arrange a visit please telephone the school office.

Application Procedure

Applications must be made via the Oxfordshire County Council application form and emailed to office.3234@longworth.oxon.sch.uk

Interviews will be held on Monday, 13th July 2026.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Pre-employment checks will be undertaken, and references will be applied for prior to interviews.

Due to this post having access to children, candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.