



# Nursery Lunchtime Assistant



12.5 hours per week - Permanent Contract

Monday to Friday 11.30am-2pm All Year Round

Salary B Grade £8,376 per annum (FTE £24,796)

The role includes:

- Collection of lunches from the school kitchen
  - Setting up the lunch tables
  - Serving & helping the children
  - Cleaning & clearing away afterwards



First Steps Nursery, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

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



# Candidate Information Pack

## Contents

- Letter from the Nursery Manager
- Advert
- How to Apply
- Nursery Information
- Curriculum and Vision



Please do visit our website for more information

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



First Steps Nursery  
School Lane  
Yateley  
Hampshire  
GU46 6NW  
[childcare@yateleys.com](mailto: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 – Lunchtime Assistant

Job Title:	Lunchtime Assistant
Salary:	£8,376 per year (FTE £24,796 EHCC Grade B)
Hours of Work:	12.5 hour per week / All Year Round 52 Weeks
Contract:	Permanent

As a Lunchtime Assistant, you'll play a key role in creating a positive and enjoyable mealtime experience for our children. Your responsibilities will include collecting lunches from the school kitchen, setting up tables ready for the children, serving meals with a friendly smile, offering support and encouragement during lunchtime, and ensuring the area is clean and tidy afterwards.

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 friendly, dependable, and enjoy working with children, this could be the perfect role for you. We are looking for someone who can contribute positively to our lunchtime team, helping to create a safe, welcoming, and enjoyable environment for the children. The successful candidate will share the values and ethos of First Steps Nursery and take pride in supporting our setting during this important part of the day.

## 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](mailto:applications@yateley.hants.sch.uk)

Closing date: Friday 6<sup>th</sup> February 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).*



# 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".*



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](mailto:Applications@yateley.hants.sch.uk)

CV's are not accepted.

Closing date: Friday 6<sup>th</sup> February 2026

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](mailto: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)

