



Are you someone who enjoys a lively, fast-paced environment where no two days are quite the same? Do you take pride in being organised, approachable, and the person little ones turn to for help? If so, we'd love to hear from you.

We are seeking a friendly, efficient, and proactive Nursery Officer to join our hardworking and supportive team at St. Michael's. This role is at the heart of our nursery, supporting the smooth day-to-day running of the setting while helping to create a warm, welcoming, and well-organised environment for children, families, and staff.

From greeting parents and managing communications to keeping everything running seamlessly behind the scenes, you'll play a key role in bringing calm to the busy rhythm of nursery life. Your days will be filled with engaging with children, nurturing their curiosity, and helping to foster a love of learning - all while being surrounded by smiles, laughter, and those wonderfully important little moments that make nursery life so special.

Post requires candidate to be Entitled for work: Yes

Full time / Part Time: Full time 08:15 - 16:00 (38.75 hours per week)

Term Time only: Yes

Key Tasks will include the following:

- Support the nursery teacher in planning and delivering engaging, age-appropriate activities in line with the EYFS framework.
- Work with individuals and small groups to reinforce learning and support progress
- Help prepare and maintain learning resources and attractive classroom displays (glitter tolerance helpful!)
- Observe, monitor, and contribute to records of children's progress - experience of Tapestry would be beneficial but training can be given.
- Promote positive behaviour, social skills, and emotional development
- Ensure children feel safe, supported, and cared for throughout the school day and foster a love of learning through play
- Encourage independence, confidence, and curiosity - big milestones often come in small moments
- Assist with trips, outdoor learning, and special school events - minibus driver would be an advantage for our social days out
- Communicate effectively with colleagues and parents to promote an open door policy
- Uphold the values, ethos, and high standards of the prep school

Person Specification

Essential:

- A sense of humour
- Experience working with young children (Pre School setting)
- A warm, caring, and patient approach
- Excellent communication and teamwork skills
- Understanding of child development and the EYFS framework
- Commitment to safeguarding and promoting the welfare of children
- Relevant qualifications (CACHE 3 in Early Years or Childcare or equivalent)
- Experience of 'Birth to Five Matters' and 'Development Matters' guidance.
- Knowledge of child development, infection control, and CEYS requirement

Desirable:

- Up-to-date CPD in safeguarding
- Paediatric first aid training
- Level 2 food hygiene
- Experience in a prep school or independent school setting
- Forest School training

St. Michael's is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. The successful candidate must be able to satisfy an enhanced clearance by the Disclosure and Barring Services (DBS).

Procedure for application:

Applications should be made using the online application form through the TES online application system. Candidates are also required to write a covering letter, stating suitability for the post and reasons for applying. This should be completed by **Friday 15th May** after which references may be taken for those candidates considered for the shortlist. All queries can be sent to recruitment@stmichaels.je

Failure to use the correct application form or to forward a covering letter may count against an applicant. Shortlisted candidates will be contacted by **Monday 18th May**.

Interviews will be held on **Thursday 21st May** and a conditional offer of appointment will be made as soon as possible thereafter. The appointment will be conditional upon satisfactory references being received and pre-employment checks being completed. The successful candidate will begin work on 1st September 2026.