



Wellington
SCHOOL

Early Years Practitioner(s). Part Time Posts*

We are seeking to recruit a combination of part time Early Years Practitioners to work in our outstanding Nursery. Staff retirement has presented the opportunity to recruit two part time roles for the 2025/26 session. The vacancies are for :

- A 9am to 1pm working pattern covering Tuesday, Wednesday and Thursday (12 hours)
- A 10am to 1pm working pattern covering Monday, Tuesday, Thursday and Friday (12 hours)

*We will however consider applications from outstanding candidates who may be able to offer additional weekly hours across a 4 or 5 day working pattern.

Wellington School is the only independent school in Ayrshire and our Nursery was delighted to be rated as "Very Good" across all areas by Care Commission Inspection report in June 2024. The Nursery operates on a 37 week Term Time basis and expects to start August 25 with an enrolment of 32 children. Outdoor education at our first-class woodland facility at Doonside is an important element of our Early Years delivery and applicants should be able to demonstrate experience in this type of environment.

The post(s) are offered on a Fixed Term basis to June 2026 in the first instance with renewal dependant on levels of Nursery enrolment.

The hourly rate is £16.40 and will be paid on a 37 week Term Time Only basis with an additional 5.6 weeks paid statutory holiday entitlement. Start date is anticipated to be 19th August.

The post is considered as Regulated Work with vulnerable children and/or protected adults, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

All posts carrying out regulated work at Wellington School require PVG Scheme membership, or a PVG Scheme update for existing scheme members. Costs will be borne by the school for this enquiry.

Applicants should complete the Wellington School Employment Application form (CVs will not be accepted, although may accompany the application form).

Closing date is Monday June 23rd with early applications encouraged as we reserve the right to interview and make an appointment at any time.

Early Years Practitioner Job Description and Person Specification

The main responsibilities include:

- To work as an effective member of a Early Years team assisting in the delivery of a flexible, high quality education and care service which meets the needs of young children and their families.
- Follow all relevant legislation, external policies and demonstrate safe working practices at all times. Implementing SSSC standards in all aspects of child care.
- Apply and adhere to school policies and procedures applying to the Nursery and the whole school. Including contribution to and adherence to Nursery specific risk assessments.
- Monitor and evaluate practices to ensure quality service provision and continuous service improvement.
- Ensure information and advice is communicated in a clear, concise and accurate manner through high standards of written and verbal communication.
- Complete formal nursery assessments demonstrating an awareness and understanding of contemporary best practice in pre school child care.
- Participate in short and long term planning, delivering and evaluating appropriate programmes of activities.
- Set up and change displays of children's work on a regular basis.
- Respond to the needs of individual children, ensuring that experiences are relevant and appropriate to their interests, aptitudes and stages of development.
- Contribute to preparation and completion of Transition records and summary reports.
- Report to parents on their child's development and learning.
- Follow hygienic food handling guidelines and practice when providing snacks and lunch service to children. Clean and sterilise equipment as necessary to maintain these standards.
- Administer medicines to children with specific parental consent.
- Undertake routine administrative duties relating to outings and events.
- Actively participate in Professional Development and Review, seeking out relevant CPD opportunities.

Skills Qualifications and Experience Required:

- An HNC in Early Education and Childcare ; or SVQ3 Early Years Care and Education ; or SVQ3 Children's Care, Learning and Development.
- Registration or ability to register with the SSSC.
- Previous experience working with children in a Nursery setting with experience of outdoor provision being advantageous.
- Experience of working with children with complex care needs.
- Demonstration of an ability and willingness to work well within a team structure that sits as part of the whole school.