PRESTFELDE
Part of the Shrewsbury School family

Nursery Key Worker

Job Description and Person Specification

Co-educational Independent Preparatory School · Boarding · 3 - 13 years

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ROLE OVERVIEW

The Nursery Key Worker will contribute to the provision of high-quality care and education within Little Prestfelde Nursery. Working alongside an experienced team, you will help create a safe, nurturing and engaging environment in which children can develop and thrive.

PRINCIPAL ACCOUNTABILITIES

Reporting directly to the Nursery Lead, the postholder's key responsibilities will include:

- Assisting with the day-to-day care, supervision and learning of all nursery children.
- Acting as Key Person for a group of children, ensuring their individual needs are met by building secure attachments. This includes being the primary contact for those children and leading on their settling-in process and transitions.
- Responsibility for tracking progress and identifying next steps for children in Key Person group. This includes observations, assessments, learning journals and identifying developmental concerns and escalating appropriately.
- Supporting the planning and delivery of age-appropriate activities in line with the Early Years Foundation Stage (EYFS), using professional judgement to adapt provision.
- Taking initiative in planning and problem-solving.
- Helping to maintain a safe, inclusive and stimulating setting. Preparing, organising and tidying learning environments and resources.
- Taking responsibility for the organization and continuous improvement of the learning environment.
- Ensuring provision reflects children's interests and developmental needs.
- Assisting with personal care routines, including toileting, hygiene and mealtimes, as appropriate.
- Working collaboratively with colleagues to maintain high standards of care and education.
- Building positive relationships with children, colleagues and parents. Act as the main point of contact for parents, leading parent meetings and feedback discussions. Providing regular updates on child progress.
- Supporting, guiding or mentoring apprentices by modelling best practice in EYFS delivery.
- Acting as a vigilant practitioner, identifying and reporting any safeguarding or health and safety concerns.
- Contributing to safeguarding records and documentation.
- Contributing to the wider life of the Nursery and Pre-Prep department.

PERSON SPECIFICATION

- A Level 3 Early Years qualification (or equivalent) as a minimum.
- A genuine interest in working with young children in Early Years education.
- Good communication and interpersonal skills.
- A positive, caring and enthusiastic approach.
- A willingness to learn and develop new skills.
- Strong organisational skills and attention to detail.
- The ability to work effectively as part of a team.
- A responsible and reliable attitude with good punctuality.
- An understanding of safeguarding and confidentiality.

TRAINING AND DEVELOPMENT

- Engaging fully with college-based learning and assessments.
- Participating in internal training and professional development.
- Responding positively to feedback and demonstrating continuous improvement.
- Attending INSET days and relevant training sessions as required.

GENERAL RESPONSIBILITIES

- Supporting the School's vision, values and aims.
- Working in line with health and safety policies to ensure a safe environment.
- Promoting equality, diversity and inclusion.
- Maintaining high professional standards of behaviour, attendance, punctuality and presentation.
- Undertaking other duties appropriate to the role as required.

SAFEGUARDING

- All staff are required to adhere to the School's Child Protection Policy at all times.
- Any concerns regarding the safety or welfare of a child must be reported immediately to the School's Designated Safeguarding Lead.

ADDITIONAL INFORMATION

Start Date: As soon as possible.

Contract: Full-time, permanent position, 40 hours per week, year-round.

Working Pattern: Little Prestfelde Nursery operates 50 weeks per year.

Outstanding lunches are provided during term time only and are free of charge.

APPLICATION DETAILS

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here: https://www.prestfelde.co.uk/vacancies

Closing date: Friday, 4 December 2026

Interviews: TBC

Please return completed application forms (CVs alone will not be accepted) together with a covering letter to:

HR Officer
Prestfelde Preparatory School
London Road
Shrewsbury
SY2 6NZ

Email: hr@prestfelde.co.uk
School Website: www.prestfelde.co.uk
Tel: 01743 245 400

Prestfelde School reserves the right to interview and appoint prior to the closing date.
Prestfelde School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory pre-employment checks prior to commencement.
Prestfelde School is committed to equal opportunities and welcomes applications from all sections of the community.

AGREEMENT

This job description is not exhaustive and will be reviewed as part of the appraisal process. It may be subject to modification or amendment at any time after consultation with the post holder.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE AGREED:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE CONFIRMED:	