



Severn Bridges
Multi-Academy Trust

Sundorne Infant School
Nursery Assistant
Recruitment Pack



Severn Bridges Multi-Academy Trust



Sundorne Infant School Nursery Assistant Recruitment Pack

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Sundorne Infant School

Nursery Assistant

Recruitment Pack

Headteacher's Welcome

"Grow Together, Achieve Together!"

Our School: Sundorne Infant School

Sundorne Infant School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school moved to the Harlescott Junior School site in 2022 and is a larger than average sized infant school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and one Key Stage Manager. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year.

At Sundorne Infant School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



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Our School Vision

“Grow Together, Achieve Together!”

Our dedicated team wish to offer the finest primary school experience. With our endless pursuit for excellence in education, adaptability is our strength. Our children will not only be educated to a high academic standard but they will leave our setting having grown into emotionally resilient individuals.

Developing a love for learning will be our aim. They will benefit from a broad and balanced curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey.

Our children will leave this school with the knowledge and skill set to make positive choices that will drive their future forward. Their friendships will be rooted in mutual respect and tolerance because of our consistent teaching of our school values, promoting inclusivity and diversity. Our pupils will have the solid foundations that will allow them to build a successful, exciting and fulfilling life.



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Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our bespoke curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



Severn Bridges
Multi-Academy Trust



Greenfields
Primary School



Harlescott
Junior School



Mount Pleasant
Primary School & Nursery



Radbrook
Primary School



Short Wood
Primary School



Sundorne
Infant School & Nursery

Sundorne Infant School

Nursery Assistant

Recruitment Pack

About the Role

Sundorne Infant School is looking to appoint a reliable and friendly nursery assistant to join our team.

Key Responsibilities

- Act as a keyworker to a small group of children
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities
- Work creatively with children within the early year's framework, as instructed by the Nursery Leader.
- Liaise closely with parents to support them to promote their child's health, wellbeing, learning and development.

The Successful Candidate Will:

- Be friendly, approachable and able to work well as part of a team
- Have a positive attitude and strong work ethic
- Have a good understanding of child development
- Be reliable, trustworthy and punctual
- Have experience of working in a school setting
- Hold a relevant qualification



Severn Bridges Multi-Academy Trust

School: Sundorne Infant School

The Post: Nursery Assistant

Contract Type: Maternity Cover until July 2027

Required from: January 2027

Closing Date: 11th November 2026

Interviews: 18th November 2026



Grade / Working Days Details

Grade 5, SCP 5 (£13.70-£13.92) -

Dependant on experience

Actual Salary - £17,917.72

30 hours a week, term time,

Monday- Friday - 8.45am-3.15pm with 30 minute lunch.

Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Safeguarding

The post is subject to Enhanced DBS with children's barred list check alongside other pre-employment checks in accordance with KCSIE. Please see Severn Bridges MAT's safeguarding statement at: www.severnbridgesmat.co.uk/our-policies/

How to apply

All applications should be made online through MYNEWTTERM. Please refer to the vacancy page on the our website -

<https://www.haughmondfed.net/our-schools/vacancies>

and click onto the vacancy where you will be able to apply directly.

Visits

Visits to our school are strongly encouraged. Please email us at recruitment@haughmondfed.net if you would like to book a visit.

Sundorne Infant School

Nursery Assistant Job Description

Severn Bridges Trust is committed to creating a diverse workforce. We will consider applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. The Trust is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All posts are subject to the Asylum and Immigration requirements.

Purpose of the post

Work under the guidance of the Nursery Leader and within an agreed system of supervision, providing effective care, and learning for nursery children, enabling them to progress and prepare for school. Support and promote childrens early education and development in Nursery. Support the Nursery lead with appropriate assessment processes for children in the Nursery. Work in partnership with the Nursery lead, staff, parents and professionals where applicable to support childrens development.

Principal Duties and Responsibilities

Support for Pupils

- Act as a keyworker to a small group of children, liaising closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of key children.
- Encourage parental involvement and support through the development of effective working relationships.
- Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the nursery leader of any concerns over children, equipment etc.
- Ensure that the nursery offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
- Promote the inclusion and acceptance of all pupils.
- Work creatively with children within the early year's framework, as instructed by the Nursery Leader.
- Daily interaction with children, providing a range of stimulating activities to promote all areas of learning, both inside and outside the classroom.
- Change nappies and attend to toileting duties as required.
- Plan and carry out physical care routines suitable to the age, stage and needs of each child.
- Follow and encourage appropriate infection control measures, e.g. hand-washing, food hygiene, cleaning spillages and safely disposing of waste.
- Liaise closely with parents to support them to promote their child's health, wellbeing, learning and development.

Sundorne Infant School

Nursery Assistant Job Description

Support for the Nursery Leader

- Assist with the planning of the curriculum by providing safe, creative and appropriate educational opportunities for all children within an inclusive environment, preparing activities, organising programmes and arranging equipment.
- Use strategies in liaison with the Nursery Leader to support children to achieve learning goals.
- Provide general administrative support e.g. produce worksheets for agreed activities.
- Prepare the nursery as directed for the day's activities and clear afterwards. Assist with the display of children's work.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested.
- Establish constructive relationships with parents/carers as agreed with the Nursery lead, exchanging information, and supporting home to nursery and community links.

Support for the School

- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Implement planned supervision of children out of school hours as required.
- Accompany staff and children, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of the Nursery lead.
- Support nursery children in understanding instructions.
- Implement local and national learning strategies eg. early years etc. as directed by the nursery lead.
- Determine the need for, prepare and maintain equipment/resources as directed by the nursery lead.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Maintain constructive relationships and communicate with other agencies / professionals, in liaison with the nursery leader, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with data protection and safeguarding responsibilities as outlined in the Trust's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Sundorne Infant School

Nursery Assistant

Person Specification

 Severn Bridges MAT Person Specification – Nursery Assistant 		
Criteria	Essential	Desirable
Qualifications	5 GCSE's or equivalent, including Maths and English. Good standard level of education. NVQ Level 2 in Teaching and Learning, or equivalent. Relevant Early Years DFE approved qualification.	First Aid qualification
Work or relevant experience	At least 2 years relevant experience working with children. Ability to plan and organise effectively Ability to work with small groups or individual children.	Experience with working in an educational setting or other relevant environment. Some knowledge of classroom administration support.
Knowledge and understanding	A good knowledge of child development.	National learning strategies including literacy and numeracy. Non-school based support agencies.
Skills and Abilities	Good communication skills and ability to relate well to children, staff and parents. Evidence of working well as part of a team. Sufficiently fluent in spoken English to ensure effective performance in the role. Good ICT skills and the willingness to update skills and undertake further training.	Specialist skills, training or experience e.g. Art, Music, ICT etc.
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment. Flexibility and reliability. Able to use initiative. Willingness to develop skills with further training.	
Special Conditions	Undertake and receive a satisfactory enhanced Disclosure and Barring Service (DBS) check. Have the right to work in the UK.	