

## Our Lady of Lourdes Catholic Primary School and Nursery

Manchester Drive, Leigh-on-Sea, Essex, SS9 3HS

01702 475689

[office@ourladyoflourdes.southend.sch.uk](mailto:office@ourladyoflourdes.southend.sch.uk)

<b>JOB TITLE:</b>	<b>Nursery Learning Support Assistant</b>
<b>REPORTS TO:</b>	Early Years Lead
<b>SUPERVISES:</b>	Not Applicable
<b>SALARY:</b>	Pay scale 3-4, £18,379 - £18,668 (FTE £24,796-£25,185)

**8:30am - 3:30pm with a 30-minute unpaid lunch break**

**38 weeks of the year**

**Application deadline: 7th January**

**Interviews: 9th January**

**Start Date: Early to Mid January 2026**

Our Lady of Lourdes Primary School has a friendly, dedicated team where everyone belongs. Our children are well behaved and enjoy coming to school.

We are looking for a nursery learning support assistant and we hope to find someone who has experience of working, understanding and supporting children and who knows that teaching and learning is really important from the beginning of a child's journey in school. We need someone with a good understanding of the Early Years Foundation Stage and with good English and mathematics skills. We need someone who will be committed to our school and will be able to work with our team. We need someone who will thrive when working with children and be ready to do any reasonable task and be prepared to learn a range of new skills.

### **JOB PURPOSE:**

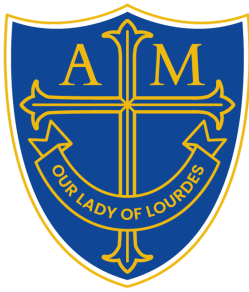
To enable pupils to learn through play within the nursery or the early years foundation unit through a wide range of activities and supported learning activities. To provide a safe, high-quality education and care for young children which meets the individual needs of the children attending the nursery. To promote the development of the physical and mental well-being of children as directed by the early years lead. To promote and follow the school's values and mission statement. To contribute to the effective organisation of the nursery with administrative support.

### **ESSENTIAL CRITERIA:**

- Previous experience of working with young children
- Level 2 early years education and childcare qualification or equivalent with a commitment to obtaining a level 3 qualification.
- Willingness to learn and undertake further training
- A good understanding of child development from birth to five including an understanding of play-based approaches to children's learning and development

**Headteacher: Mrs Sally Nutman**

Part of the Assisi Catholic Trust Ltd, Company No 07696989  
Registered address: Kenilworth Gdns, Leigh on Sea, Essex SS0 0BW  
Registered in England.



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- Good communication skills  
A commitment to working effectively with young children and their families.
- A commitment to keeping children safe and having a good understanding of child protection procedures.

### MAIN DUTIES

#### Curriculum Support

- To assist with the planning of the curriculum using the Early Years Foundation Stage (EYFS) for guidance.
- To ensure that each child is working towards desirable learning outcomes
- To help set up the nursery for daily activities and to help tidy away and clean the nursery provision at the end of session if required.
- To act as a key person to a small group of children, liaising closely and building an effective relationship with parents/carers and ensuring each child's needs are recognised and met.
- To work in partnership with parents/carers and other family members.
- To advise the Early Years Lead of any concerns, e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
- To support the Early Years' Lead to ensure the highest standards are maintained within the setting.
- To be responsible for providing a high quality of teaching providing appropriate stimulation play experiences and support to the children.
- To observe and record information about children that feeds into their learning journey.
- To assist with the planning of learning activities by preparing resources required to support learning outcomes.
- To ensure that children are kept safe and that you understand when to follow child protection procedures.
- To assist at snack and lunch times and encourage good manners and to ensure healthy eating is promoted.
- To attend training courses as required and to take responsibility for personal development.



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### General School Support

- To follow school policies to ensure the safeguarding of children
- To follow school policies to actively support equality, diversity and inclusion and ensure the safety of all.
- To attend meetings as required.
- To work with colleagues to achieve shared school objectives.
- At the discretion of the Head Teacher, any other activities that are consistent with the nature of the job description

### Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties