



**Jimbo's
Community
Nursery**

After School Club Nursery Practitioner Application Pack



Join our staff team in our

After School Club!

15 hours per week

£13.32 per hour

(updated 07/01/2025)



Rated Outstanding by OFSTED, Jimbo's Community Nursery provides both mainstream and specialist early years education and childcare in East End Park in Leeds. We are the only nursery in the city with a specialist playroom that supports children with additional needs.

Some of the children we work with require an especially caring and understanding approach or specialist support to help them flourish, and the work is not always easy, but as part of a strong and experienced team you will be well-supported and have access to specialist training that's relevant to your role.

The nursery is part of the local charity, Leeds Mencap, and we're based in a friendly, modern, purpose-built centre. We have excellent facilities and resources, and the nursery is expertly managed by our highly experienced, skilled and supportive Childcare Manager.



We want to be able to offer places to the many children who want to start coming to the nursery. This is why we're now recruiting Level 3 Nursery Practitioners to join our After School Club (we collect children from 2 local schools).

If you share our passion about all children getting the very best start in life, whatever their background and ability, we would love to hear from you.



“The staff have gone above and beyond for me, and L. I don't think I would have got this far into the process of L's diagnosis and getting the right support and help for L's needs without the help from the Hawthorn staff.”

- Hawthorn parent

We aim for our team to reflect the diversity of people in Leeds and welcome applications from any community.

Leeds Mencap, its staff and volunteers are committed to safeguarding all children, young people and adults at risk of harm. All posts are subject to an enhanced DBS check.



The Vinery Centre, 20 Vinery Terrace, Leeds, LS9 9LU

0113 235 1331
info@leedsmencap.org.uk

Registered Charity No: 1091809

Nursery Practitioner

JOB TITLE: Nursery Practitioner (After School Club)

REPORTING TO: Room Leader

Salary: £13.32 per hour (£26,040 pa pro rata)

Hours: Working in our After School Club, with children aged 4-11 years.
Hours: Monday to Friday, 3-6pm, 15 hours a week, term time only

Annual Leave: 28 days per year plus public holidays. Holiday entitlement is calculated pro rata for term time only and part time contracts. For term time only posts, leave must not be taken during term time.

Location: The Vinery Centre, 20 Vinery Terrace, Leeds LS9 9LU.

Main duties and responsibilities:

After School Club (role specific):

- Work safely and effectively with colleagues as part of the 'walking bus' to pick up children from local primary schools (we collect children from two local primary schools).

Overall:

- Work under the guidance of the Childcare Manager and Deputy Managers.
- Deliver high quality childcare and education.
- Establish positive working relationships with your colleagues and any other professionals that work with the children and their families.
- Work in partnership with other childcare providers and schools to promote the successful transition of children into other settings.
- Support the on-going development of services.

High Standards of Care and Education for the Children:

- Effectively implement the setting's policies and procedures.
- Encourage working practices that positively promote children's health, safety and general wellbeing.
- Protect children from danger.
- Liaise with parents/carers to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.
- Sustain a safe, welcoming, purposeful, stimulating and encouraging environment.
- Promote the use of informed observation and other strategies to monitor children's activity, development and progress systematically and carefully, and to use this information to inform, plan and improve practice and provision.
- Support the process of effective assessment, by accurately recording the children's developmental progress.
- Plan and provide safe, appropriate, child-led and adult initiated experiences, activities and play opportunities in indoor, outdoor and in out-of-setting contexts, which enable children to develop and learn.

- Select, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion.
- Actively support the development of children's language and communication skills.
- Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.
- Work in partnership with parents, colleagues and other professionals to ensure co-ordinated support for children with additional needs.

Relationships with children and families:

- Establish fair, respectful, trusting, supportive and constructive relationships with children, by communicating sensitively and effectively with children.
- Listen to children, pay attention to what they say and respect their views.
- Establish fair, respectful, trusting and constructive relationships with families and parents/carers and communicate sensitively and effectively with them.
- Work in partnership with parents/carers and other family members, providing formal and informal opportunities through which information about children's well-being, development and learning can be shared to improve outcomes.
- To ensure effective means of communication to families using the centre regarding the provision, including through letters home, notice boards, etc.

Staff and Team Development:

- Complete a staff induction programme.
- Attend and positively contribute to staff meetings.
- Attend relevant training courses.

General Operational:

- Ensure that all Ofsted requirements are met.
- Ensure the safety and wellbeing of children in your care working within safeguarding policy and procedures.
- Ensure the efficient and hygienic upkeep of the rooms and facilities.
- Ensure the confidentiality of information about families accessing the setting, complying with Data Protection Act.
- Assess the safety of equipment and resources within the setting.
- Keep up to date with the nutritional needs of the children, so that that specialist diets are adhered to and to ensure individual feeding programmes are implemented.
- To provide cover to deliver within the setting as needed.
- To provide child development reports as required.
- Any other duties and tasks as requested, to support organisational activities, such as fundraising events and staff meetings.

Leeds Mencap is committed to safeguarding all children, young people and adults at risk of harm. We expect all staff and volunteers to fully share and demonstrate this commitment. All posts are subject to an enhanced DBS check.

We aim for our team to reflect the diversity of people in Leeds and welcome applications from all communities.

Person Specification for Nursery Practitioners

In order to fulfil the requirements of the post, applicants must meet the following criteria. Candidates will only be short listed for interview if they can demonstrate in their application that they can, or have the potential, to meet these criteria (essential criteria are marked (E) and desirable criteria are marked (D)).

Criteria	How this will be assessed	Essential/Desirable
Experience		
Experience of working in an early years setting.	Written application, interview	D
Experience of working with children in the 0-5 age range and their families.	Written application, interview	E
Experience of working as a member of a team	Written application, and interview	E
Experience of planning and carrying out activities in line with the Early Years Foundation Stage	Written application, interview and test	D
Experience of working to safeguard and protect children.	Written application and interview	E
Experience of working with parents and carers from a range of backgrounds.	Written application and interview	D
Skills		
Clear communication skills with both adults and children, in writing and verbally.	Written application, interview and test	E
Creative in approach to children's learning and development.	Written application, interview and test	D
Responsive to change and can adapt to new systems and flexible working patterns.	Written application and interview	E
Able to plan and prioritise in a flexible way.	Written application and interview	D
Able to plan enjoyable and challenging activities across the different areas of learning and development.	Written application, interview and test	E
Clear commitment to equality, diversity and inclusion.	Written application and interview	E
Able to work collaboratively with colleagues and other professionals.	Written application and interview	E
Able to produce good quality observations and reports.	Written application and test	D
Able to use various computer programmes, such as word and iConnect.	Written application and test	D

Knowledge and Qualifications		
Level 3 childcare qualification or above	Sight of certificate	E
GCSE Maths and English at Grade C/4 or above or evidence of equivalent aptitude.	Sight of certificate	E
Knowledge of the EYFS requirements ideally	Written application and interview/sight of certificate	E
EYFS Observation, Assessment and Planning training.	Sight of certificate	D
Knowledge of how children develop and learn	Written application and interview	E
Paediatric First Aid Certificate.	Sight of certificate	D
Able to demonstrate a commitment to ongoing personal and professional development.	Written application, interview	E
Knowledge of the Code of Practice for Special Educational Needs.	Written application and interview	D
Knowledge of data protection/ability to respect confidentiality	Written application and interview	E
Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures.	Written application and interview	D
Working knowledge of relevant Health and Safety requirements.	Written application and interview	D
Working knowledge of Food Hygiene requirements.	Written application and interview	D

To apply please download application pack from our website <https://www.leedsmencap.org.uk/jobs> or contact administrator@leedsmencap.org.uk. Please note we do not accept CVs.

For more information please contact Abigail Cunningham on 0113 467 3050 or e-mail abigail.cunningham@leedsmencap.org.uk

We would also ask you to complete our Equality and Diversity monitoring form. This form is for monitoring purposes only and will not be treated as part of your application.

Please send completed forms to administrator@leedsmencap.org.uk.