The Federation of Duke Street and Highfield Nursery School’s

*Co-*Executive *Headteacher’s: Susan Conron and Natalie Sinclair*

17th July 2025

Dear Perspective Candidate,

**Thank you for taking the time to consider applying for the post of Welfare Assistant, at Duke Street and Highfield Nursery Schools.**

We are a federation of two maintained nursery schools with children aged 2years (at Highfield soon to be Under 2’s -5 years). Both schools are based in areas of high deprivation and have several children on safeguarding plans.

We know it takes special people to look after children; we love filling our team with unique and inspirational individuals who can create an oasis of joy and laughter in a safe and nurturing environment.

Within our growing federation, we respect and nurture a child’s natural curiosity to learn and explore. We support a child’s intrinsic desire to learn about the world around them, supporting them to be effective and enthusiastic learners for life. Can you help us create this magic? If so, this job may be for you!

When you join us, you don't just start a new job, you become part of our family. Across our federation you'll find a family of caring, passionate people that don't just nurture and inspire children, but are colleagues too. Continued professional development is vital to our success.

**Post details.**

**Grade: Welfare Assistant**

**Based: Initially to start at Highfield Nursery School**

**Start date: September 2025 – July 2026 with a possible extension.**

**Hours per week: Flexible hours contract 10–20 hours, initially starting on 10.**

**Weeks per year: 39 weeks**

**Contract length: Temporary fixed term with a view to permanent.**

The post will initially involve supporting children during lunch time. There may be children with additional and complex needs. You will be required to help prepare and tidy away lunch club areas, support children during lunch, promote healthy eating and lifestyles, support with and medical needs, ensuring the health and safety of children is paramount at all times. Engage with all children indoors and outdoors promoting a happy, safe and calm environment for all.

**We pride ourselves in the care and support we offer all children to ensure every child reaches their true potential**.

All staff have exceptionally high standards, having received Ofsted inspections graded “Outstanding” in all areas. Both our early years teams are committed and enthusiastic about all children, their safety, and the progress they make. Staff are extremely hardworking and ensure “every second counts” towards the success of the children's attainment and care.

**Closing date: Monday 25th August 2025 12:00 noon.**

**Short listing: Tuesday 26th August 2025**

**Interview date: Wednesday 27th August 2025**

Candidates who have not heard from the school by Wednesday 27th August must assume that they have not been shortlisted.

To help with your application please access the following documents from the school office

* Application Form
* Role Profile
* Person Specification

Hard copy applications should be returned to the school at the above address or emailed to bursar@highfield-nur.lancs.sch.uk

If you decide to apply for the post I wish you every success.

Yours sincerely,

Natalie Siinclair

**Executive Head Teacher**

Duke Street Nursery School and Highfield Nursery School are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. A DBS clearance will be required plus 2 successful references.

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