

The Federation of Duke Street and Highfield Nursery Schools

Duke Street Nursery, Duke Street, Chorley, PR7 3DU Tel: 01257 262430

Highfield Nursery, Wright Street, Chorley, PR6OLD. Tel: 01257 262556

Co-Executive Headteacher's: Susan Conron BEd (Hons) & Natalie Sinclair

12th August 2025

Dear Perspective Candidate,

Thank you for taking the time to consider applying for the post of Early Years Teaching Assistant at Duke Street and Highfield Nursery Schools.

We are looking for a nurturing, professional, and passionate Teaching Assistant to join our Outstanding Federation of Maintained Nursery Schools.

This exciting role is initially based in our newly established Under 2s provision at Highfield. We are seeking someone with a strong understanding of early child development, and a genuine commitment to providing professional love, care, and emotional warmth to our youngest children.

If you believe every moment matters in a child's early years and want to be part of a caring, inspiring team — we'd love to hear from you!

Post details.

Title: Early Years Teaching Assistant

Based: Initially to start at Highfield Nursery School but required to work across the federation

Start date: September 2025

Hours per week: Flexible hours contract 20-30 hours

Shift pattern: Monday 7:30-5:30, Tuesday 12:00- 5:30, Wednesday 12:30-5:30, Thursday 9:00-1:00 and Friday 9:00-1:00. (Please note shift patterns can change to suit the needs of the setting, we are open 7:30-5:30 Monday to Friday they can also be negotiated with right candidate)

Weeks per year: 39 weeks

Contract length: Permanent, with a probation period required.

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: Friday 19th September 2025 12:00 noon

Short listing: Friday 19th September 2025

Interview date: Friday 26th September 2025

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

- ◆ Application Form
- ◆ Job Description
- ◆ Person Specification.

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

Visits to the school are warmly welcomed or an informal discussion with the Head Teacher can be arranged prior to the submission of your application.

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

Yours sincerely,

Natalie Sinclair
Co-Executive Head Teacher and SENCo

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.