



LITTLE OAKS COMMUNITY NURSERY

Registered Charity: No. 1008361

Job Vacancy

Job Title:	Nursery Assistant 1:1 Support <i>NOTE: This role is exempt from the Rehabilitation of Offenders Act 1974.</i>
Location:	Little Oaks Community Nursery, Wavendon Community Centre, Walton Road, Wavendon, MK17 8LH
Job Type:	Term time only, permanent
Hours:	Minimum 27.5 hours a week: 9:00am – 3:00pm (with ½ hr lunch break: unpaid)
Salary:	£13 - £13.50
Start Date:	ASAP: after all background checks are successful, inc. an enhanced DBS check.
Apply By:	11 th September 2026
To Apply:	Email our Deputy Head, Katherine Ward , to request an application pack: info@littleoakswavendon.co.uk
Shortlisted Interviews Date:	TBC

Essential Criteria Summary

- **Level 2 Childcare Qualification**, supported by the relevant certificates to validate it.
- Experience of caring for children and supporting their individual needs.
- Knowledge and understanding of the Early Years Foundation Stage, child development, safeguarding and child protection, equality and inclusion, Special Educational Needs and Disabilities (SEND) and young children's behaviour.
- **Kind, caring and professional manner, with a genuine enthusiasm for working with children.**
- Highly observant, with the ability to maintain close and attentive supervision.
- Able to respond quickly and appropriately when a safety risk arises.
- Consistent and reliable in following individual support strategies and agreed approaches.
- Able to complete clear and accurate written records.
- Able to communicate effectively with children, parents/carers and colleagues.
- A positive team player, committed to maintaining a supportive, inclusive and enjoyable working environment.

Desirable Criteria Summary

- **Enhanced DBS certificate with child barred list check + subscription to the DBS Update Service.**
- Additional certificates or training in SEND, Paediatric First Aid, Food Hygiene, and Safeguarding.
- Experience of supporting children with SEND, additional needs, sensory needs or behaviours that may present a safety risk.

Role Summary

This is an **active, hands-on role** within a busy early years environment.

The role requires the candidate to:

- Move quickly around the nursery and outdoor environment to maintain close supervision of the child.
- Run or move rapidly over a short distance when necessary to prevent the child from accessing a potentially unsafe object or putting themselves or another child at risk.
- Remain in close proximity to the child for extended periods.
- Frequently walk, stand, bend, crouch, kneel and change position to remain responsive to the child's needs.
- Respond promptly to unexpected behaviour or safety situations.
- Safely intervene in accordance with the child's agreed support strategies and the nursery's policies and procedures. The above requirements are an essential part of the role because they relate directly to the safeguarding and supervision needs of the child. Candidates are encouraged to consider the active and responsive nature of the role when applying. Reasonable adjustments will be considered where appropriate and in accordance with the Equality Act 2010.

About Little Oaks

We're an established, thriving early years setting offering children an opportunity to learn through play within a safe, stimulating and nurturing environment. We are a registered charity and have been operating for over 30 years. We are open week days from 9am–3pm, in term time, to children aged 2-4yrs. We are committed to safeguarding, inclusion and equality, and valuing diversity. We work in partnership with parents/carers to help children learn and develop, with their well-being at the centre of all we do. We promote the healthy development of social, emotional, physical and intellectual growth for all the children in our care.