JOB TITLE: LEVEL 3 NURSERY KEY WORKER

ST CHRISTOPHER'S SCHOOL
INFORMATION FOR CANDIDATES

Role commences: As soon as possible



ST CHRISTOPHER'S
SCHOOL AND NURSERY, EPSOM







ST CHRISTOPHER'S SCHOOL

St Christopher's School & Nursery in Epsom has been providing an exceptional start to children's education for over 85 years. Founded in 1938, the school has built a reputation for offering children from 2 to 7 years old a joyful, nurturing and inspiring first experience of learning. Today, St Christopher's is a modern, forward-thinking, non-denominational school where strong traditions sit alongside innovation.

The school is located close to Epsom Downs, with bright classrooms, specialist teaching, a dedicated Nursery, gardens, and well-equipped outdoor play areas. Its location offers the best of both worlds: a peaceful suburban setting within easy reach of London and the Surrey countryside.

St Christopher's is now part of the Reigate Grammar School (RGS) family, having joined the group in May 2025. The RGS family is a community of exceptional schools in Surrey and internationally, united by shared values, high aspirations and a commitment to helping every child flourish.

The school is a member of the Independent Schools Association (ISA) and has been recognised nationally, previously winning Junior Independent School of the Year and annually wins national art competitions. It has also recently won the award for 'Independent Pre-Prep of the Year 2025' and was a finalist for the ISA award for 'Excellence and Innovation in Early Years'. The School aims to ensure that they support families in finding the best fit junior school for their children. Children leave at the end of Year 2 ready for a seamless transition into one of the RGS family prep schools or a range of other leading junior schools, both independent and maintained.

There are around 140 boys and girls across Nursery, Reception, Year 1 and Year 2. Small class sizes and specialist teaching in subjects such as Music, French, PE and Forest School ensure that children receive personalised support and challenge, fostering curiosity and a genuine love of learning. Pastoral care is central, with staff knowing each child as an individual and helping them to grow in confidence, resilience and kindness.

St Christopher's believes in educating the whole child. Academic rigour is complemented by a vibrant enrichment programme, including forest school, drama, music ensembles, productions, art, and a wide choice of clubs. Outdoor learning and play are highly valued, with children benefitting from regular exploration in the school's outdoor space. Sport is an important part of life, and all pupils enjoy access to PE and physical activity that promote teamwork, fitness and enjoyment.

Creativity and performance play a leading role. Concerts, assemblies, productions and art exhibitions allow children to share their talents with families and the wider community. The school's close-knit ethos ensures that children develop both confidence and compassion, preparing them for the next stage of their education and for happy, fulfilled lives.

At its most recent inspection, the school was rated "Excellent in all areas," reflecting the outstanding teaching, pastoral care and breadth of opportunities available. Parents consistently praise the family-like atmosphere, the school's emphasis on values, and the strong foundations laid for future success.

"Pupils make excellent progress throughout the school. By the time they reach Year 2, they achieve at high levels compared with pupils of the same age nationally, because of a carefully planned broad and challenging curriculum in line with the school's aims, together with highly effective teaching." - ISI Inspection 2023





JOB DESCRIPTION

Year-round position, permanent.

PURPOSE OF THE JOB

To support and promote the education, development, health, safety and welfare of children within the Nursery, having regard to the aims, objectives and policies of St Christopher's School & Nursery.

The Nursery Keyworker has a particular responsibility for a designated group of children, acting as their key person and developing positive, secure and trusting relationships with the children and their families, as well as working and supporting all the children in our nursery.

The post holder will take an active role in observing, assessing, planning for and supporting children's learning and development across the Early Years Foundation Stage (EYFS). They will work closely with the Deputy Manager and wider nursery team to provide a stimulating, safe, inclusive and well-organised learning environment.

RESPONSIBLE TO

The post holder is responsible to the Director of Early Years and Deputy Nursery Manager, and ultimately to the Headteacher and Deputy Head. They will work closely with other teachers, teaching assistants and nursery colleagues as required.

The post holder is expected to establish and maintain positive, professional relationships with children, parents, colleagues and other professionals, including outside agencies.

DUTIES AND RESPONSIBILITIES

Keyworker Responsibilities and Children's Development

- To act as the designated Keyworker for an allocated group of nursery children, ensuring that each child receives individual attention, care and support.
- To develop warm, secure and positive relationships with key children and their families.
- To have a thorough understanding of each child's individual needs, interests, personality, development and family circumstances, where relevant.
- To monitor and support children's progress across all areas of the EYFS curriculum.
- To carry out regular observations of key children, identifying their interests, achievements, next steps and areas where additional support may be required.
- To contribute to the assessment and evaluation of children's learning and development, ensuring observations are meaningful and inform future planning.
- To maintain accurate, up-to-date records of children's progress and development.
- To prepare written progress reports for parents at designated points throughout the academic year, providing clear and meaningful information about children's achievements, development and next steps.
- To lead parent meetings, discussing children's progress, wellbeing, development and any areas of concern in a professional and supportive manner.
- To ensure that information shared with parents is accurate, constructive and reflects a thorough knowledge of the individual child.
- To communicate regularly with parents about their child's experiences, achievements and general wellbeing, following the school's communication procedures.
- To share any concerns regarding a child's development, behaviour or welfare with the Director of Early Years and Deputy Nursery Manager and appropriate senior staff.
- To work collaboratively with the Nursery Team to identify appropriate next steps and strategies to support individual children's development.

Planning and Organisation of Nursery Learning Areas

- To take responsibility for designated areas of the Nursery on a rota basis, which may include the construction room, cooking area, art room, small world/ role play, snack café or outdoor learning environment.
- To take ownership of the organisation, preparation, presentation and day-to-day running of the allocated area and ensure this area is set up in good time.
- To plan and provide a range of exciting, purposeful and engaging activities that promote children's curiosity, creativity, independence and learning across the EYFS curriculum.
- To ensure that areas are thoughtfully planned and resourced, taking into consideration children's ages, abilities, interests and developmental needs.
- To set up learning areas ready for use, ensuring resources and equipment are accessible, attractive, inviting and appropriate for the children.





- To regularly refresh, adapt and enhance learning environments to reflect children's interests, current learning themes and emerging developmental needs.
- To ensure that activities are purposeful and provide appropriate opportunities for challenge, exploration, creativity and independent learning.
- To ensure that all areas are clean, tidy, safe and well maintained throughout the day.
- To take responsibility for checking, maintaining and replenishing resources within the allocated area.
- To encourage children to care for their environment, use resources appropriately and help with tidying away.
- To work collaboratively with other members of the team to ensure consistency and high standards across all nursery areas.
- To contribute ideas for improving the learning environment and sharing good practice with colleagues.

Supporting Teaching and Learning

- To support in delivering a broad, balanced and stimulating EYFS curriculum.
- To work with all children across Nursery and Pre-Reception as they access the different learning environments and free-flow activities throughout the day.
- To support children's learning through purposeful interactions, questioning, modelling and play-based experiences.
- To encourage children to develop independence, confidence, communication skills and positive relationships.
- To support children in understanding instructions and developing appropriate learning strategies.
- To be aware of individual children's progress, achievements and difficulties and share relevant information with the Deputy Nursery Manager and Director of Early Years.
- To support the implementation of Individual Support Plans (ISPs), Behaviour Plans and other interventions as directed.
- To encourage children to interact positively, share resources, work cooperatively and develop social skills.
- To promote the inclusion and acceptance of all children, ensuring equal opportunities for learning and development.
- To support children with additional needs, adapting activities and approaches as appropriate and following guidance from the Deputy Nursery Manager and Director of Early Years.
- To prepare, maintain and use appropriate learning resources and equipment.
- To contribute to displays of children's work and ensure that the nursery environment celebrates children's learning and achievements.

Pastoral Care and Behaviour Management

- To provide a high standard of care, support and encouragement to all children.
- To act as a positive role model, demonstrating appropriate behaviour, language and attitudes.
- To manage the children's behaviour in accordance with school policies and procedures.
- To encourage positive behaviour, kindness, respect, self-regulation and consideration for others.
- To help children develop self-discipline, self-esteem, resilience, confidence and independence.
- To recognise and respond appropriately to individual children's emotional and pastoral needs.
- To support children's personal care, hygiene, toileting and general wellbeing as required.

Other Responsibilities

- To share responsibility for the discipline, pastoral care and safeguarding of all pupils.
- To maintain good order and discipline and safeguard children's health and safety, both on and off the school premises.
- To assist with the supervision of children outside lesson time, including lunch sessions and other break duties as timetabled.
- To be aware of and comply with all policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- To report safeguarding concerns, accidents, incidents and any other concerns promptly to the appropriate member of staff.
- To maintain confidentiality regarding children, families and school matters at all times.
- To accompany teaching staff and pupils on visits, trips and other out-of-school activities as required.
- To attend INSET days, staff meetings, training sessions and professional development activities as required.
- To contribute positively to the wider nursery team and participate in discussions about children's learning, development and the organisation of the setting.
- To be deployed across the school and nursery as directed by the Headteacher or Deputy Head to support





the effective running of the school.
- It is understood that there will be occasions when staff are asked to stay beyond their normal working hours to support events during the year, including attendance at the school fairs and Saturday open mornings.
- To undertake any additional duties commensurate with the level of responsibility of the post, as reasonably required by the Headteacher or Governors.

Safeguarding of Pupils and Duty of Care

All staff, regardless of role, level of seniority or location, have a responsibility to ensure the highest levels of safeguarding and to promote the welfare of our pupils. We expect all staff and volunteers to share this commitment.

We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with problems or concerns.

All staff must be able to identify children who may be at risk of harm and understand the characteristics and indicators of abuse and neglect. If harm is suspected or confirmed, staff must know the appropriate procedures and actions to take, following the school's safeguarding policies and reporting concerns immediately.

Annual safeguarding training is provided at St Christopher's. It is the responsibility of each staff member to remain familiar with the most up-to-date statutory guidance, including Keeping Children Safe in Education (DfE).

This job description provides an outline of the typical functions of the role and is not an exhaustive or comprehensive list of all possible responsibilities, tasks and duties. The post holder may be required to undertake other duties commensurate with the level of responsibility of the position, either permanently or temporarily.

PERSON SPECIFICATION

Qualifications and Experience

- Previous experience of working with and supervising young children is essential.
- A full and relevant Level 3 childcare qualification is essential.
- Paediatric First Aid trained.
- Experience of observing, assessing and supporting children's development within the EYFS.
- Experience of communicating effectively with parents and working in partnership with families.
- Experience of planning and preparing stimulating learning activities and environments.

Qualities and Skills

- Ability to build warm, secure and positive relationships with young children and their families.
- A sound understanding of the EYFS framework and children's learning and development.
- Ability to observe, assess and record children's progress accurately.
- Ability to write clear, informative and constructive reports on children's progress and development.
- Confidence and professionalism when communicating with parents and participating in parent meetings.
- Ability to plan and deliver a range of engaging, creative and purposeful learning opportunities across the EYFS curriculum.
- Ability to take ownership of a designated nursery area, ensuring it is well planned, organised, resourced and maintained to a high standard.
- Ability to work as part of a team whilst also demonstrating initiative and working independently.
- Awareness of health and safety requirements relating to the care and education of young children.
- Commitment to inclusion, equality of opportunity and the wellbeing of every child.
- Flexibility, enthusiasm, patience and a good sense of humour.
- A willingness to reflect on practice and engage in ongoing professional development.

School Standards

It is important to recognise that all St Christopher's School staff must maintain professional standards at all times and recognise that they are role models for pupils in many respects.

Such professional standards include:

- Having proper and professional regard for the ethos, policies and practices of the school as professional members of staff.
- Demonstrating positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Having regard for the need to safeguard pupils' wellbeing by following relevant statutory guidance and school policies and practices.
- Upholding values consistent with those required of teachers by respecting individual differences and





cultural diversity.

- Committing to improve their own practice through self-evaluation, reflection and professional development.
- Dress: Maintaining a smart and professional appearance and wearing appropriate clothing whilst at work. A uniform top is provided.
- Punctuality: Maintaining punctuality in all aspects of work.
- Duty of Care: Keeping pupils safe and acting in the best interests of every child at all times.
- Propriety and Behaviour: Adopting high standards of personal conduct in accordance with the Staff Code of Conduct.





FURTHER INFORMATION

TERMS AND CONDITIONS

- Year-round position, permanent.
- Non-teaching staff at St Christopher's School are remunerated according to their own salary scales.
- Employees are entitled to join the School's Defined Contribution Pension Scheme.
- Lunch is provided free of charge during term time.
- Successful applicants will be required to make an enhanced disclosure to the Disclosure and Barring Services and to complete an Online Pre-Placement Medical Questionnaire.
- All shortlisted candidates will be required to complete a 'Suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.

SAFEGUARDING

This role will involve contact with children. The Reigate Grammar School group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's safeguarding policy (available on our website) and are required to declare any criminal convictions, cautions or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Services. Full details are given on the application form. The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

EQUAL OPPORTUNITIES

The Reigate Grammar School group is an equal opportunities employer and welcomes applications from appropriately qualified persons from all backgrounds. We are dedicated to creating and sustaining an environment that values individuality and difference and celebrates the diversity of both staff and pupils by fostering perseverance, tolerance and integrity. We believe in equal opportunity for everyone, irrespective of age, disability, gender, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sexual orientation or socio-economic background. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. We know that more diverse teams are stronger teams, and that the more inclusive we are, the more our staff and pupils will feel a sense of belonging and will thrive

APPLICATIONS

Applicants are asked to complete the Support Staff Application Form and Supplementary Form (which are also available on our website) and send with a supporting statement to Dawn Holmes as soon as possible and by 9.00am on Friday 4 December 2026 at the latest. Applications will be considered in the order in which they are received, and the school reserves the right to make an appointment prior to the closing date.

The Reigate Grammar School group is committed to ensuring that the privacy of applicants and employees is protected. The School Privacy Notice is available on the school website and is included in the application pack and sets out how the school uses and protects any personally identifiable information that is collected as part of the recruitment process.

Within your application letter we would be grateful if could indicate where you saw this position, whether it was from the TES, Indeed or another source.

Shortlisted candidates will be invited for interview. Interviews with senior staff will explore each candidate's ability to perform the duties of the post, subject knowledge, ability to relate appropriately to pupils and colleagues, organisational and pastoral skills, and willingness to contribute to the school community.

Applications should be addressed to the Head of Human Resources and sent (by letter or by email) to:

Mrs Dawn Holmes
Head of Human Resources
Reigate Grammar School
Reigate Road, Reigate, RH2 0QS

01737 222231

hr@reigategrammar.org



SCHOOL LOCATION AND DIRECTIONS

St Christopher's School is located in the historic market town of Epsom, well known for its green open spaces, thriving town centre and the world-famous Epsom Downs Racecourse. The town combines excellent amenities, including independent cafés, restaurants, and shops, with easy access to beautiful countryside. Epsom has regularly been recognised as one of the best places to live in Surrey, offering a strong sense of community, outstanding recreational facilities, and excellent transport links into London and the wider region.

By Road
St Christopher's School is situated just 10 minutes walk from Epsom town centre. The most direct route is via the M25. Exit at junction 9 and follow the A24 north towards Epsom. The school is located on Downs Road, within a short distance of the town centre and Epsom Downs.

By Rail
Epsom station provides frequent mainline services into London Waterloo, London Victoria, and London Bridge, as well as routes to Guildford, Horsham and Dorking. The station is within easy reach of the school.

By Air
Gatwick Airport is approximately 30 minutes away by road, while Heathrow Airport can be reached in around 40 minutes. Both offer frequent domestic, European and international flights.

