BRIGHTON COLLEGE PREP
HANDCROSS

Join us:

Early Years Practitioner - Nursery

CLOSING DATE: 9am on Thursday 10th December 2026



Pre-Prep
Early Years Practitioner

About the Role



Brighton College Prep Handcross is seeking to appoint a Part-time Early Years Practitioner in Nursery, working 18.25 hours a week during school term times. £13.59 per hour, £9,821 per annum. Tuesdays 8:00 - 16:30, Wednesdays 13:00 - 17:00, Thursdays 8:00 - 13:45. Overtime available for Wednesday mornings.

Key Responsibilities

- To ensure a high standard of care and education for all children, so that they are looked after in a happy, safe and stimulating environment.
- To help plan, resource, prepare and manage an inspiring environment of continuous provision.
- To support children's learning through interaction, extension, reinforcement and sensitive intervention under the supervision of the room leader and Head of Pre-Prep and Nursery.
- To help children with their self-help skills and personal, social and emotional development – parting happily from carer, dressing, taking care of belongings, eating, toileting and nappy changing.
- To supervise indoor and outdoor play and care for children. Care for ill or distressed children and recording and reporting incidents as needed.
- To contribute to online learning journals and assessment.
- Maintain excellent levels of communication, with both staff and parents, and work collaboratively and supportively with all colleagues in school and other linked organisations.
- To meet with parents as required and foster good professional relationships and communication at all times.
- To meet as a year group weekly to discuss short-term planning and children's progress – teamwork is fundamental.
- Flexibility to support cover for absent colleagues.
- To take an active part in risk assessment and taking appropriate action when necessary.
- Be prepared to market the school by speaking to prospective parents visiting the classroom, attending open evenings and acting as ambassadors for the school.
- To keep up to date and follow all Brighton College Prep Handcross policies and procedures.
- Commitment to the values of the school and the wider aspects of school life.

Person Specification

Essential Qualities:

- Qualified to Level 3 or above with experience of the EYFS. The qualification must be a certificate or diploma (not award) that is Ofqual-approved. For Early Years it must be included on their list of regulated qualifications. It should state "Early Years Educator" and will have work-based assessments.
- A competent and up-to-date knowledge of the EYFS and commitment to the learning and development of children in Early Years.
- A competent understanding and use of ICT in the EY classroom, such as tablet use and online learning journals.
- Experience assessing the performance of pupils and recording their development, progress and attainment following the Early Years Curriculum.
- Comfortable and proactive in informing parents/carers of special achievements and concerns with their child.

Safeguarding

- Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of, support and ensure equal opportunities for all
- Participate in training and other learning activities and performance development as required
- Assist with pupil needs as appropriate during the school day





The *Application* Process



Candidates should write a covering letter addressed to the Head of Pre-Prep Mrs Usher and send a completed an application form **as soon as possible** to hr@brightoncollegeprephandcross.co.uk

The application form can be downloaded from the school's website:
https://www.brightoncollegeprephandcross.co.uk/careers
Any enquiries and completed applications should be emailed to:
hr@brightoncollegeprephandcross.co.uk

The deadline for applications is 9am on Thursday 10th December 2026 but we encourage early applications and may well interview on a rolling basis.

Renumeration and Benefits

Brighton College Prep Handcross offers a competitive salary, with a forward thinking and professional staff body, we offer continued professional development. Meals are provided for staff during term time.





About the School



At Brighton College Prep Hadncross, we are incredibly proud to be part of the United Kingdom School of the Decade: Brighton College.

Brighton College Prep Handcross is a happy and vibrant day and boarding school for girls and boys aged 2 to 13. We believe childhood is precious and want our pupils to enjoy this special time for as long as possible, within an environment that offers a wide range of stimulating opportunities for growth and development, both inside and outside the classroom.

Our school is purposeful, ambitious, forward-thinking and most importantly of all, it is kind. Set in 52 acres of idyllic countryside, we offer an exciting, bright and buzzing family school, where we are well known for our welcoming atmosphere, high academic standards, outstanding teaching and exceptional care for every child. We offer full, weekly and part-time boarding in our beautiful, home-from-home boarding house.

Academic excellence is at the heart of a Brighton College education. We have the highest expectations for pupils, in terms of personal progress and academic attainment. This is achieved by fostering in each pupil a love of learning, curiosity about the world around them, and a deep intrinsic motivation to be the best version of themselves.

We provide a superb, all-round education that stimulates, challenges and captivates young minds. When children leave Brighton College Prep Handcross at the end of Year 8, they are confident, resilient, academically curious and - most importantly - kind.



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Details of the post and application forms are also available on the school website www.brightoncollegeprephandcross.co.uk. Please download an application form and complete and return to HR@brightoncollegeprephandcross.co.uk Tel : 01444 400526

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.

Brighton College Prep Handcross is committed to safeguarding and promoting the welfare of pupils. The successful applicant will be required to undergo appropriate child welfare screening including checks with former employers and the Disclosure & Barring Service (DBS).
The School is an equal opportunities employer. Registered Charity No. 307038