Application Pack

Nursery Assistant Level 2 (2 Positions available)

An extraordinary education for every pupil

Welcome

Jubilee Park Academy has proudly been part of the highly successful Rivers C of E Academy Trust since November 2020. We are part of a dynamic trust of sixteen primaries, first and nursery schools and a thriving teaching alliance with a strong educational reputation. As a member of our 850+ staff community, you will have access to a collaborative network of colleagues who work together to drive high standards and benefit from a contributing pension scheme, access to continued professional development and opportunities for internal talent management.

As a school, we are committed to creating a happy and vibrant school community, where everyone feels valued. Our children are given memorable experiences that excite them about learning for life through encouragement, nurture and by celebrating their individuality.

Overview

Jubilee Park Academy is a 1 form primary school located in Tipton, Sandwell.

It has 220 pupils from age 2-11 and 30 staff.

Established in 2003 , Jubilee Park Academy joined The Rivers CofE Academy Trust in 2020.

Performance

Our latest Ofsted judgement: "Good " (January 2020)

Quotes from the Inspectors:

- "Pupils are proud to attend their school. They are happy, confident and very smiley."
- "Leaders and staff want every pupil to do their very best in all areas of school life. "
- "Pupils say, 'It is an amazing school because the teachers help us to learn new things every day.'"

About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create '**an extraordinary education for every pupil**'.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values

Sharing

Trust

Achievement

Respect

Safety

Our Schools

1. Summerhill Primary Academy Summerhill's Little Treasures
2. Jubilee Park Academy
3. Dudley Wood Primary School
4. Wychbold First and Nursery School
5. St Peter's Droitwich CofE Academy
6. North Worcester Primary Academy
7. Northwick Manor Primary School
8. Cranham Primary School
9. Cherry Orchard Primary School
10. St Clement's CofE Primary School and Pre-School
11. Great Witley CE Primary School
12. Cutnall Green CofE Primary School
13. Burlish Park Primary School
14. Heronswood Primary School
15. Unity Academy

Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here: **www.educationmutual.co.uk/service/healthcare-and-wellbeing/**

Local Governments Pension Scheme (LGPS)

The Local Government Pension Scheme (LJPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure a guaranteed income in retirement, unaffected by investments performance.

Find out more about LGPS here: **www.lgpsmember.org/**

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 26 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk

About the Role

Job Title: Nursery Assistant (Level 2)

Salary: Scale 2, point 4. FTE: £26, 016. Actual Salary £19,630 per annum.

Contract Type: 32.5 hours a week.
Permanent, Term time only plus training days

Start Date: 1st January 2027

Reporting To: Headteacher, Deputy Head teacher

Location: Highfield Road, Tipton, West Midlands

About:

The closing date for applications is **9am Monday 9th November 2026.** Applications should be made on a Rivers Academy Trust application form, which are available on our website. Completed application forms should be sent to hr-jpa@riverscofe.co.uk.

Interviews for this post will take place on Wednesday 11th November 2026. Shortlisting will take place on **Monday 9th November 2026.** If you have not heard back from us after this date, unfortunately you have not been successfully shortlisted.

We would be delighted to hear from you and if you share our vision and want to make a real difference to our pupils, school and Trust. If you have any further queries, or would like to visit our school, please call the main office on 0121 522 2598. We look forward to hearing from you.

Job Description

Responsible to: Headteacher, Deputy Headteacher

Key Purpose:

• To contribute to a happy and safe Nursery room for children, staff and others
• To deliver challenging, engaging and enjoyable learning activities
• To form positive relationships with the children, enabling them to be comfortable in their surroundings and providing an environment where they can play and explore
• Working as part of a team to deliver a high standard of care and education
• Working collaboratively with other agencies and professionals
• Developing partnerships with parents/carers to increase involvement in their child's development

Main Activities :

• To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
• To deliver an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
• To help ensure the Nursery meets Ofsted requirements at all times.
• To work with other professionals in the local area for the benefit of children and families.
• To understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
• To deliver activities that ensure each child is working towards the early learning outcomes.
• To be a key person.
• To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments.
• To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
• To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives
• To tailor practice and routines to meet the individual needs of each child/ren within the room
• To be involved in observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively – including Individual Education Plans for children with Special Educational Needs, care plans and professional reports
• To report appropriate data to senior leaders when required
• To develop genuine bonds with your key children and support and monitor colleagues to sensitively fulfil their key person responsibilities
• To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times

Generic Responsibilities

• To undertake any further training as identified in the Trust review procedures.
• Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
• To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
• The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
• To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
• Be aware of, promote and implement the Trust's Quality and Information Security Management Systems.
• To report to line manager, or other appropriate person, in the event of awareness of bad practice.

Other

- To have professional regard for the ethos, policies and practices of the school in which you teach and maintain high standards in your own attendance and punctuality.
- To always ensure professional behaviour in regard to the schools Code of Conduct and Keeping Children Safe in Education.
- Perform any reasonable duties as requested by the Head Teacher.

Person Specification

Criteria	Essential	Desirable
Qualifications and Experience	•Experience in working in a EYFS •Appropriate EYFS Full and Relevant Level 2 Qualification or above • GCSE Math's and English, grade C or 4 or above	•Evidence of further CPD •First Aid trained •Team Teach trained
Skills and knowledge	•Ability to work independently •Ability to use own initiative •Good understanding of safeguarding issues •Excellent practitioner	• Good understanding of the new National curriculum •Safeguarding training undertaken •Offsite visit trained •EYFS Experience
Personal qualities	• Enthusiasm and a positive outlook • Excellent attendance and punctuality • Responsible, honest and reliable • Good personal organisation • Calm under pressure	• Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments

How to Apply

Application forms are available to download here: Vacancies | Jubilee Park Academy

Please email completed application forms to hr-jpa@riverscofe.co.uk by 9am Monday 9th November 2026.

Interviews for the position will take place on Wednesday 11th November 2026.

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

Thank you for your interest in Jubilee Park Academy. If you would like to find out more or to arrange a tour of the school, please get in touch using the contact details.

The Rivers
C.of E. Academy Trust

Get in Touch

Jubilee Park Academy

T: 0121 522 2598

E: office-jpa@riverscofe.co.uk

Home | Jubilee Park Academy

The Rivers C of E Academy Trust

School Lane, Cutnall Green, Droitwich, WR9 0PH

T: 01299 851178

E: info@riverscofe.co.uk

W: www.riverscofe.co.uk