



Bournebrook

Church of England Primary School

Nursery Teaching Assistant CANDIDATE PACK



Bournebrook CofE Primary School
Coventry Road, Fillongley, Coventry, CV7 8ET
<http://www.bournebrook.co.uk/>

Contents

Application Information2

About Our School4



Pupils follow the school’s rules and values, ‘The Bournebrook Way’.
They are very well behaved, courteous and polite.
Ofsted 2025

Application Information

Thank you for your interest in this post. Candidates are invited to make an informal visit to the school, arrangements can be made by contacting the Headteacher, Mrs Nicola Smith at head3215@welearn365.com or by phone on 01676 540390.

Applications are to be emailed to admin3215@welearn365.com.

The closing date for applications is **Friday, 13th June, Midday**

Interviews will take place on **Tuesday, 17th June, AM**. Candidates who have not been contacted by Monday, 16th will not have been shortlisted.

Employment start date: Monday, 1st September 2025.

About Our School

Bournebrook is a small, Church of England School with Voluntary Controlled status. It is situated in a rural location serving the parishes of Corley and Fillongley. The school is located in the village of Fillongley, approximately 6 miles from Coventry, 6 miles from Nuneaton and 9 miles from Solihull. Our school has some mixed aged classes and our standard intake is 20. There are currently 130 children on the roll.

Our Nursery will be moving from an LA maintained nursery to governor-led from September 2025. We offer 3-hour morning and afternoon sessions, with lunch plus an additional session at the end of the day. Children are eligible to start at our Nursery the term after they turn 3 years old.

Monday - Friday

Morning Session - 8.50am - 11.50am

Mornings plus lunch - 8.50am - 12.20pm. £2.50 charge, if additional to funded hours. Child to bring own lunch or order a school dinner for an extra £2.85

All day - 8.50am-2.50pm

Additional Session 2.50pm - 3.20pm (£2.50 per session)



The school's admission criteria is controlled by the Local Authority and is largely based on the proximity of a child's home to the school. We don't normally fill all places from our catchment area alone, but the school is usually oversubscribed with children from the surrounding villages.

At Bournebrook, we aim to achieve high standards and excellence through an enriched curriculum which engages, challenges and excites our pupils. In our most recent Ofsted inspection (2025), the school was graded Good overall, with Outstanding for 'Behaviour and Attitudes' and 'Personal Development'. Our SIAMS inspection in 2017 rated us as Outstanding.

We expect our children to be hardworking, determined to do their best and behave well at all times. We want the children to be able to celebrate their own and other children's achievements both within and out of school and be proud to be a pupil at our school.

We strive to offer a full, wide and varied curriculum, where children can achieve highly in all areas. Learning time in all curriculum areas is valued and because of this, children's educational experiences are broad. A charter is in place that ensures all children have these opportunities. Everything we do is underpinned by our Christian values and 'The Bournebrook Way'.

We have excellent links with St Mary's and All Saints Church, the grounds of which border our school. We use the church regularly for worship as well as for a historical source of learning. We enjoy good relationships with members of the church community.

Our school grounds are extensive and varied, with a Garden of Reflection, wooded areas and a playground with seating and attractive markings. Children plant vegetables and wildflowers in our raised bed garden and enjoy taking the produce home.

Our links with the local and wider community are good and through these links the children benefit from the expertise of local people visiting the school. Children are currently linking with the local community to plan Jubilee events. The Friends of Bournebrook are a group of parents, staff and community members who work hard to raise funds for the school to provide additional resources and experiences for our children.

Job Description

For school positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Level 2 Teaching Assistant, Nursery Full Time (30 hours 25 mins per week, 30 minutes for lunch) Term Time Only, from 8.45am to 3.20pm, 5 days a week Temporary 1 Year Contract	JEID	
Salary Grade:	Scale F, SCP 7 – 10		
Organisation / School:	Bournebrook CofE Primary School		
Primary Location:	Bournebrook CofE Primary School, Fillongley, CV7 8ET		
Political Restriction	This position is not politically restricted.		
Responsible to:	Senior Early Years Educator & Foundation Leader		
Responsible for:	Nursery Class		

Role Purpose

Working under the overall supervision of the Senior Early Years Educator & Foundation Leader, provide support in the Early Years phase working with individuals or groups and assist in providing general care, safety and welfare of children. In addition, the post-holder will undertake attending to the medical and personal care needs of identified children. The post has considerable impact on the well-being of individuals or groups through contributing to the assessment of children's needs and progress, contributing to the development and implementation of plans and providing support to children with additional personal/special needs.

Role Responsibilities

- Contribute to curriculum planning and evaluation and assist in implementation.
- To promote positive behaviour from children and to assist in establishing good standards of behaviour throughout the nursery following the school behaviour policy.
- To work closely with other members of staff to establish the highest standards of achievement, within a learning environment which reflects current excellent practice for very young children.
- Assist in the delivery of lessons, sessions, activities and interact with the EYFS Team and children as required.
- Undertake agreed learning activities adjusting them according to children's responses to ensure individual needs are met.
- Support and use ICT in learning activities & develop children's competence and independence in its use.

- To monitor children's progress, keep meaningful records and evaluate performance through formative assessments in line with school policy.
- To communicate and consult with parents and carers, as necessary about children's progress and attainment.
- Support individual or groups of children during independent/group work (eg. explaining tasks, reinforcing key objectives, concepts or vocabulary; using practical apparatus; supporting less able children, extending/challenging the more able; assisting in keeping children on task, interested, motivated and engaged), responding to individual needs as appropriate.
- Foster the development of language and literacy through talking, telling stories and building up a collection of songs and rhymes to pass on to individuals and groups.
- Promote the inclusion and acceptance of all children within the classroom, encourage them to interact and work co-operatively with others and engage all in activities.
- Support children consistently whilst recognising and responding to their individual needs
- Promote the personal, social and emotional development of children and the development of high self-esteem.
- Monitor and provide for the general care, safety and welfare of children (excluding duties of designated first aid officer) including tasks connected with the social education of the child. Where children have special needs that include the need for personal care, provide this within the H & S guidelines as necessary.
- Be actively involved in the day-to-day management of the learning environment (including displays) and its resources for independent learning including responsibility for the care and preparation of teaching aids, equipment, materials as appropriate.
- Carry out personal and intimate care, following the school's policy carefully
- Contribute to the assessment of children by the EYFS Team through observation and reporting.
- Record information relevant to the assessment and review of children's progress.
- Support implementation of strategies to manage children's behaviour and help manage children's behaviour.
- Undertake appropriate administrative tasks, e.g. produce worksheets for agreed activities.
- To ensure that the health and safety of children and staff is maintained during all activities, both inside and outside the school.
- To maintain high levels of confidentiality both in and out of school.
- To be a positive role model to others, by undertaking all tasks with a positive and supportive attitude and to contribute to a positive ethos for learning.
- To promote The Bournebrook Way.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Displays a commitment to safeguarding and promoting the welfare of pupils through day to day vigilance and a positive approach to working with children.	
Hold, as a minimum, a full and relevant level 3 Early Years qualification (from the CWDC list of recognised qualifications)	

Practical hands-on experience in a school nursery setting	
Have attended Inset on early years / behaviour management / teaching and learning	
Have a good level of knowledge and understanding of Early Years principles and Foundation Stage curriculum	
Working with children who have Special Educational Needs or those who require personal care	
Supporting transition into Reception	
Understand the principles of child development and learning processes	
Have good communication (oral and written), including basic sign language (eg makaton)	
Be able to exercise initiative and independent action	
Can work constructively as part of a team, understanding classroom roles and responsibilities	
Understand the school's policies relevant to the subject/support provided and how they relate to local and national frameworks/policies	

Desirable Criteria

Assessed By:

Paediatric First Aid	
Holding difficult conversations with parents	
Previous use of Tapestry	
Experience of using CPOMS	
Knowledge of delivering Little Wandle Phonics	

We are committed to promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding and expect all staff and volunteers to share this commitment. Those working in a regulated activity will be required to undertake an Enhanced Disclosure & Barring Service check with a Barred List check as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy. For further information about what is required in this process please go to www.gov.uk/disclosure-barring-service-check

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks

should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input checked="" type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

Privacy Notice for Applicants – How we use your information

2024/25

Who are we?

Bournebrook CofE Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Bournebrook CofE Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA346351.

You can contact the school as the Data Controller in writing at:
Coventry Road, Fillongley CV7 8ET or admin3215@welearn365.com.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees.

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during an interview.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff who are involved in the recruitment process such as HR and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the School are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which School your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
 - prevent processing for the purpose of direct marketing
 - object to decisions being taken by automated means
 - in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- and

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in September 2025.