# Flo’s the Place in the Park ***Job Description: Early Years Nursery Practitioner/Assistant***

### About Flo’s

Flo’s – The Place in the Park is a vibrant community hub in Florence Park, East Oxford. With our Nature Nursery, café, refill shop and community services and projects at our heart, we are a place for people from all walks of life to work, eat, play, learn and connect with each other. We work to sustain the local economy, reduce inequalities and support the environment. You can read more about Flo’s in our impact report [online](https://www.flosoxford.org.uk/wp-content/uploads/2022/09/Flos_Impact_Report_2022_A3spreads-1.pdf) or on our [website](https://www.flosoxford.org.uk/).

This is where you come in. Flo’s is run by and for the community; it is a vibrant place with lots going on. We run a nursery, café, refill shop, and several community projects.

### Why work with Flo’s?

* Flo’s is an Oxford Living Wage Employer
* Opportunity to develop existing skills and gain experience in the not-for-profit sector
* Be part of an exciting organisation and supportive team
* Excellent training and development opportunities, including Forest School training
* Be part of Oxfordshire’s flagship community hub
* Discount on hot drinks and meals in our community café
* Priority on the waiting list for Flo’s Nature Nursery\*
* Be part of the vibrant community who use and work at Flo’s – including start-up social enterprises, community groups, families, young professionals and more

\*Our policy does not allow nursery staff to care for their own children/close relatives. You would still have priority for our other site.

### Our commitment to inclusion

We welcome applications from everyone and are particularly keen to hear from people currently under-represented in the Early Years workforce. This includes people from the global majority (including anyone with an identity that is racialised as a minority in the UK), disabled people, neurodivergent people, LGBTQ+ candidates, and people of all genders.

If you are interested in this role but unsure whether you meet all the criteria, we would still encourage you to apply or get in touch for a conversation. If there is any way we could make the application or recruitment process more accessible for you, please let us know.

For a visit or informal chat please contact:  
**Tanja Fletcher – Nursery Manager**Tel: 01865 587612  
Email: nurserymanager@flosoxford.org.uk

### Job Details

**Job Title:** Early Years Nursery Practitioner, qualified (or unqualified assistant, willing to train)  
  
**Place of Work:** Flo’s – The Place in the Park, Rymers Lane, OX4 3JZ  
  
**Salary:** £22,922 – £26,518 FTE (depending on qualification and experience)  
  
**Hours:** 3–4 full days (depending on whether the candidate is qualified or requires training), hours vary by shift, between 8.00am and 5.15pm  
  
**Weeks per Year:** 51 weeks  
  
**Contract Type:** Permanent  
  
**Responsible to:** Nursery Manager or Deputy  
  
**Leave:** 33 days including bank holidays (pro rata)  
  
**Start Date:** End of October/beginning of November 2025 (exact date to be discussed)

### Job Purpose

To provide safe, high-quality education and care for nursery children with an emphasis on play and learning outdoors.

### Key Responsibilities

* Follow the principles of safeguarding in order to promote the welfare of all children
* Ensure the nursery is a safe environment for children, equipment is safe, hygiene standards are high, and safety procedures are followed at all times
* Work as part of the nursery team to provide high-quality care and education; consult with parents/carers and SENCO, and collaborate with other agencies as needed
* Promote positive behaviour and support children’s personal, social and emotional development
* Foster children’s growth, self-esteem and independence
* Plan and deliver learning opportunities, including focused tasks from SEND action plans
* Be a keyperson to a group of children, meeting each child’s individual needs
* Contribute to the nursery curriculum, including outings and outdoor learning opportunities
* Maintain confidential files, reports and developmental records
* Support parents to be active partners in their child’s learning
* Participate in review meetings, training and staff meetings to support personal and professional development
* Ensure the health, safety and welfare of yourself and others at all times, complying with policies and procedures
* Carry out any other duties which fall within the scope and purpose of this role

### Person Specification

**Essential Criteria**

* A love of nature and working outdoors with children
* Enthusiasm and initiative
* Ability to work effectively in a team
* Understanding of child development and children’s needs
* Experience of working with children with additional needs
* Ability to implement a stimulating Early Years curriculum, indoors and outdoors
* Commitment to equal opportunities and understanding of religious and cultural diversity
* Strong communication skills with parents and colleagues
* Basic IT knowledge
* Honesty, reliability and a sense of humour!

**Desirable Criteria**

* Level 2 or 3 qualification in childcare
* Experience supporting neurodivergent children (e.g. Autism, ADHD, PDA)
* Paediatric First Aid Certificate

### Safer Recruitment and Criminal Records

Flo’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All posts involving direct contact with children and vulnerable adults are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website or at Nacro.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered prior to interview. This self-disclosure will be checked against information from the Disclosure and Barring Service before appointment is confirmed.