



KING WILLIAM'S COLLEGE

Nursery Support Assistant

Title:	Nursery Support Assistant – Housekeeping & Practitioner Support
Reports to:	The Nursery Manager
Job location:	The Buchan Nursery
Contract Type	Fulltime (37.5 hrs per week)
Probation Period	6 months



King William's College and The Buchan School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. The successful candidate will also require satisfactory references and confirmation of education. A medical examination may be required. If necessary this will be undertaken at the expense of King William's College. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Head.



The Nursery

At The Buchan Nursery, we strive for the happiness of every child through a secure, friendly and caring environment. Nursery is where your child's education begins and a love of lifelong learning is established. Nursery education should be an extension of home life where children gain experience and confidence through play. We will work with you to provide the opportunities for your child to take the first gentle steps to making them independent learners.

Our philosophy at The Buchan Nursery is to learn and play in a nurturing environment that provides the stepping stones for every child to fulfil their potential.

At the Buchan Nursery, we recognise that every child is a competent learner and we endeavour to support children in becoming resilient, capable, confident and self-assured. We value the diversity of individuals and recognise that children develop in individual ways and at varying rates.

The School

King William's College

Opened in 1833, King William's College is set in a stunning coastal location on the Isle of Man. It is a unique school in a very special environment. This independent boarding and day school for girls and boys aged 11 to 18 is one of the most established International Baccalaureate schools in the British Isles. It is vibrant, friendly and fun, and whether you are from the Island or from far afield, you will bond with this special place.

With 37.1 acres of inspiring space; 19th Century architecture, five rugby pitches, four football pitches, three cricket pitches, floodlit Astroturf, sports hall, swimming pool, landscaped gardens, two boarding houses and a chapel large enough to accommodate the whole school, King William's College is truly a special place.

The Buchan School

In recently restored buildings on the King William's College site, The Buchan School offers a supportive and caring environment, where pupils are encouraged to develop their own individual talents.

Our curriculum is unique with a strong focus upon academics: Art, Music, Drama, Languages and a range of Sports. Class sizes are small and our pupils are taught by subject specialist teachers throughout the curriculum to ensure that they reach and exceed their potential.

The Buchan School has developed an excellent reputation for academic excellence and achievement in both sport and the performing arts. The School consists of three departments: Nursery, Pre-Prep (Reception to Year 2) and Prep (Year 3 to 6).

We provide a broad range of opportunities for all our pupils, not only within the classroom, but also by taking full advantage of our incredible school grounds and the beautiful Isle of Man. At the Buchan, you will find a community buzzing with happy children, developing lively, independent and enquiring minds, guided and encouraged by outstanding teaching staff throughout the curriculum.

The Role

The Nursery Support Assistant will provide essential practical and operational support within the Nursery team, including housekeeping, hygiene, and organisational duties, alongside assisting practitioners in the care and supervision of children. This role is primarily a support position within the Nursery, combining cleaning and housekeeping responsibilities with general classroom support. A relevant Nursery practitioner qualification is desirable but not essential. Training and development opportunities will be available for candidates who wish to work towards an early years qualification in the future.

Key Duties and Responsibilities

Housekeeping & Operational Duties

- Maintain high standards of cleanliness across all nursery areas including playrooms, toilets, kitchens and communal spaces.
- Carry out daily cleaning routines including wiping surfaces, mopping floors and sanitising high-touch areas.
- Ensure nappy changing areas and toilets are cleaned, disinfected and well stocked throughout the day.
- Support laundry routines including washing, drying and redistributing nursery items.
- Assist with snack and mealtime preparation and clean-up.
- Monitor and maintain stock levels of nappies, wipes, gloves, cleaning products and consumables.
- Report low stock levels to the Nursery Manager and assist with ordering and storing deliveries.
- Follow COSHH and health and safety procedures at all times.
- Ensure the nursery is tidy, organised and welcoming for children and families.

Childcare & Classroom Support Duties

- Assist practitioners with the supervision and care of children aged 0–5 years.

- Support planned activities both indoors and outdoors, including in the Rose Garden, Forest School and music room.
- Work flexibly across both nursery rooms to provide additional support where needed.
- Supervise children safely during activities, transitions, meals and toileting routines.
- Support children's personal care needs including toileting and nappy changing when required.
- Promote positive behaviour, inclusion and emotional well-being.
- Assist with preparing and tidying learning environments and resources.
- Support staff by covering groups of children to allow practitioners time for planning and paperwork.

Health, Safety & Safeguarding

- Follow all safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead.
- Carry out and support daily risk assessments when supervising children.
- Adhere to infection control, hygiene and health and safety requirements.
- Maintain confidentiality and professionalism at all times.

General Responsibilities

- Work as part of a positive and supportive nursery team.
- Attend staff meetings and training sessions as required as part of contractual duties.
- Follow all nursery policies and procedures.
- Undertake any other reasonable duties as requested by the Nursery Manager.

Qualifications and Training

- A relevant Early Years qualification is desirable but not essential.
- Previous experience in a nursery, school, cleaning or support role would be beneficial.
- If not already qualified, the nursery will support and encourage training towards a Level 3 Early Years qualification for the right candidate.

Person Specification

Essential

- Positive, flexible and proactive approach to work.
- Good understanding of hygiene and cleanliness standards.
- Ability to follow instructions and work as part of a team.
- Good communication skills.
- Willingness to support children and staff in a nursery environment.
- Reliable, organised and practical.

Desirable

- Level 2 or Level 3 Early Years qualification.
- Experience working with young children.
- COSHH, Food Hygiene or First Aid training.

Important Note

This role is primarily a nursery support and housekeeping position. Any childcare responsibilities will be undertaken under the direction of qualified practitioners and the Nursery Manager.

Remuneration & Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- Access to the Contributory Pension Scheme;
- Professional development and ongoing CPD through internal and external training;
- School Fee Discounts may be available
- Private Healthcare Cash Plan for permanent staff.
- Lunch each day when the kitchen is operational
- Five weeks annual holidays.

Probationary Period

This post carries a probationary period of six months

Applications

A completed application form together with a covering letter should be submitted by post to: HR Officer, HR Department, King William's College, Castletown, Isle of Man, IM9 1TP or by email to: hr@kwc.im

