



**THE MULBERRY HOUSE
SCHOOL**



Candidate Information Pack 2024

WELCOME

Thank you for your interest in The Mulberry House School. I am delighted that you are considering applying for the position of Early Years Practitioner and hope that this brochure will provide you with the information you require about the role and our school.

As one of the leading Nursery and Pre-Prep schools in North West London, we have a dedicated team of staff who look after approximately 223 pupils across 2 sites.

We are looking for a creative and proactive Early Years Practitioner to join our dynamic team.

You can find information on how to apply at the end of this application pack and we strongly advise that you visit the school so that you can see first hand, our exceptional environment.

With my very best wishes,

Victoria Playford

The Headteacher

“We reach high to be the people we want to be, respect ourselves and others and enjoy each new challenge”





OVERVIEW

The Mulberry House School is a Nursery and Pre-Prep school in North London and was established to provide children between the ages of 2 and 7+ years with the highest standard of education and care.

At our school, we regard all children as special, different and as having individual needs. We work in partnership with parents to ensure that each child's first important experience of school will be a secure and happy one, and that school is a place where children come eagerly each day and depart with a sense of achievement and pleasure.

The school has two buildings less than 100 metres apart. The First School is for the children between the ages of 2 and 3 years. The Second School is for children between the ages of 3 and 7+ years. Both buildings have been designed to provide spacious indoor and outdoor environments.

We believe in a well-rounded education that nurtures the individual and offers an environment in which pupils learn without limits. Learning at The Mulberry House School is just as much about developing curiosity, resilience and a love of learning as it is about achieving academically.

We offer a broad and balanced curriculum in line with the Early Years Foundation Stage and the National Curriculum. We have the highest expectations of the children in our care. We strive to ensure that each child's full academic potential is realised while individuals' talents are encouraged and nurtured.

The Mulberry House School was inspected in March 2020 by the Independent Schools Inspectorate. Following on from our 'Excellent' rating in every category in 2017, the school has achieved the highest possible standard in the Regulatory Compliance Inspection and has 'met' every category.

FACILITIES

The first school building is located in a converted Victorian House, a 'home from home' for our youngest children.

The Second School building is a purpose built building which has seen significant growth since 2016, with an additional floor and roof garden to further enhance the teaching and learning at the school.

As an inner London school we have excellent facilities on offer, with three playgrounds and a roof garden across the two sites, as well as access to a nature reserve for our Outdoor Learning provision.





OUR ETHOS:

We teach children from two years old in a stimulating, creative and nurturing learning environment, equipping them with the skills to become independent, resilient learners. Our ethos produces confident, well rounded pupils who are successfully prepared for their next stage of schooling. We are a diverse and inclusive community in which every child can see themselves as a unique individual with numerous opportunities to thrive both personally and academically. We encourage healthy debate, critical thinking and empower our pupils to share their ideas and opinions, and find their voices to become who they want to be.

OUR AIMS:

We aim to develop within each child a love of learning. We believe that children need to be active participants in their own education and view each child as an individual. We want to ignite their curiosity and encourage them to become independent thinkers and learners. Our curriculum is underpinned by high expectations of all children. As a result, as children move through the school, they are met with increasing challenge and motivation to learn. To support this, we offer a planned and challenging education that is designed to enhance each child's emotional, intellectual and physical development, while preparing them for entrance to their next stage of schooling. We strive to ensure that each child's full academic potential is realised while individual talents are encouraged and nurtured.



“Born Curious, Live Curious, Stay Curious”

THE MULBERRY HOUSE WAY

- ◆ Being kind and helpful
- ◆ Being honest
- ◆ Being polite and well mannered
- ◆ Working as a team
- ◆ Listening to others
- ◆ Demonstrating a sporting spirit
- ◆ Treating others how you wish to be treated

THE MULBERRY MINDSET

- ◆ Resilience (The Resilient Waterbear)
- ◆ Kindness (The Empathetic Elephant)
- ◆ Collaboration (The Participating Penguin)
- ◆ Reflection (The Meditative Macaque)
- ◆ Concentration & thinking skills (The Mindful Meerkat)



ADMISSIONS AND LEAVERS' DESTINATIONS

There are 223 pupils on roll at The Mulberry House School. The majority of children join the school at 2 years old, the Monday after their second birthday.

Places are offered on a First Come, First Served basis and there is a high demand for places. Due to this, there can often be a waiting list for places so early registration is strongly advisable.

All parents interested in registering their child at the school will need to first attend an open evening.

When pupils' leave The Mulberry House School, either at 4+ or 7+, most move onto leading Prep schools across London.

As a school we believe in finding the right school for each child. We want children to leave us developing a love of learning and for this to be continued into the next stage of their education. We work in partnerships with our parents to ensure that each child reaches their full potential.

On the right, is a list of some of the Feeder Schools that our children move onto.

The children join our Leaver's Program which offers the children the opportunity to develop like-long skills for the future.

Throughout the summer term of our Prep III class. They participate in a range of events that have included, a tour of the Houses of Parliament, First Aid Training, Nutritionist workshop, Cambridge theatre workshop and performance for Matilda the Musical.





THE ROLE

This role of Facilities Officer is one that requires a high degree of responsibility, trust and a can-do attitude. The Facilities Supervisor is responsible for various functions relating to the school site and its use. These include duties relating to cleanliness, maintenance, safety and security. .

DUTIES AND RESPONSIBILITIES

- Perform general maintenance and repair tasks in a variety of areas and as assigned by the Headteacher, Bursar Deputy Head and in accordance with all applicable codes and regulations.
- Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
- Ensure the work site and conditions are safe.
- Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
- Keep a log of all maintenance functions and repairs performed.
- Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an external contractor.
- Must act at all times with consideration for the health and safety of others, including not leaving tools unattended and maintaining a tidy and organised work space. Should liaise on a regular basis with the staff responsible for Health & Safety checks in both schools.
- Remove snow, leaves and ice by shoveling, plowing, and/or sanding/sweeping walkways, driveways, parking areas and steps.

- Report immediately any damage or vandalism to facilities, or theft of equipment. Also be responsible for the regular cleaning of the outside areas including some gardening jobs e.g. removal of leaves and litter in play areas.
- Must be familiar with the action to be taken in the event of a fire and acquainted with the operation of fire extinguishing equipment.
- The Facilities Officer is also responsible for monitoring for signs of damp or other damage, and rodents or other infestations.
- Should, as necessary, ask visitors to identify themselves and request unauthorised persons to leave the premises.
- Be responsible for opening up and locking up the building on request.
- Comply with the reasonable requests of the Headteacher, Deputy Head and Bursar, consistent with the efficient running of the school.
- Check playground equipment on a termly basis for repairs or damage with Health and Safety post holders. Make adjustments or changes as appropriate.
- Carry out emergency light tests weekly and log results.
- Minor carpentry and brickwork repairs.
- General decoration and painting duties including carpet laying and building of interior furniture.



- Minor repairs to windows, radiators, lights, taps, walls and floors as directed.
- Maintain gutters, downpipes, drains and gulleys.
- Minor roof repairs.
- Routine maintenance of applicable maintenance equipment.
- Assist collection and delivery of goods on the premises.
- Provide security cover as required outside of school hours.

PERSONAL SPECIFICATION

QUALITIES

- To be approachable with excellent interpersonal skills
- Trustworthy and reliable
- To be able to respect confidentiality at all times
- Good time management, with the ability to set and work to deadlines
- Flexibility and able to work on own initiative
- Ability to remain calm, positive and enthusiastic when working under pressure
- Display ethical and professional behaviour in working with students, parents, school personnel and outside agencies.

EDUCATION AND TRAINING

- Grade C or above in English, Maths and Science
- Minimum 3 years experience in a Care-taker/Facilities role previously.
- Good knowledge of carpentry, plumbing, repair or maintenance.

SALARY

- Starting salary of £35,000, negotiable dependent on experience

WORK PATTERN

- Monday to Friday 07.30am - 17:00pm

WE OFFER:

- Generous pension scheme
- 28 days paid annual leave
- Your birthday off work
- Long service and referral bonus
- Opportunities to progress
- Training opportunities
- Free school lunches
- Perkbox which includes a wellness hub, a celebration hub, flexi points and lots of discounts.



APPLICATION PROCESS

Interested candidates are invited to submit their Application Form and handwritten cover letter to;

Ben Courtney
Recruitment & HR Coordinator
Recruitment@mulberryhouseschool.com
Click [here](#) to view the school's career page.

The amendments to the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. As this role involves working with children this post is exempt from Rehabilitation of Offenders Act (ROA) 1974.

The Mulberry House School is an equal opportunity employer. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any formal offer of appointment will be made subject to completion of an enhanced DBS check. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.