



## **NURSERY KEY WORKERS AND ASSISTANTS**

Due to high demand we are expanding our Nursery. This is an excellent opportunity to join our team.

### **The Role:**

To work with and support the EYFS staff at Chandlings Prep School to promote the highest standards of teaching, learning and pastoral care. We are looking to appoint qualified Nursery Key Workers and also Nursery Assistants.

**Responsible to:** The Nursery Manager, Head of EYFS and Head.

### **Key Responsibilities:**

- To foster interest and enthusiasm for learning amongst the children as well as encouraging a general spirit of intellectual enquiry
- Arrive at 7.45am to set up an inspiring and engaging learning environment promoting interest and curiosity
- To record observations on children as part of ongoing assessment
- To write formative reports and meet parents regarding progress and development
- To be fully aware of and to implement the School's policy on Health and Safety and Safeguarding
- To know the children in EYFS but especially those for whom you are the point of contact on matters of wellbeing
- To promote the development and progress in the social, academic and co-curricular spheres of all the children in your care
- To fulfil supervision duties, including early morning, playtime, lunch and after school duty
- To assist with co-curricular clubs where necessary
- To attend Parents' Evenings and Open Days
- To attend a weekly 7.30am meeting
- To attend meetings, curriculum sessions, INSET days and other such meetings as may be necessary for the discharge of Nursery teaching, pastoral or other duties
- To undertake supervisory duties as requested
- To work in cooperation with colleagues to promote the high standards of behaviour and concern for others
- To liaise with colleagues over all matters relating to children's progress and wellbeing as appropriate
- To develop and maintain good working relationships with children, staff and parents
- To be aware of the need for professional development
- To undertake any other duties, which the Head or Head of EYFS may reasonably request
- The duties outlined in this job description may be modified to reflect or anticipate changes in the role

### **Person Specification**

**The successful candidate will be likely to fit the following profile:**

- Flexibility and openness to change
- NVQ Level 2 or above
- Enthusiasm for education
- Commitment to the personal and educational development of children and to the ethos of Chandlings Prep School.



- High levels of communication skills in English, both written and spoken, to enable effective communication with children, colleagues and parents
- Professional experience of working with pupils in Early Years
- Keenness to develop further as a Nursery Assistant in a well-resourced and supportive environment with co-operative and highly-motivated staff and children
- Self-motivation and high levels of organisational and self-management skills
- Commitment to personal professional development, and therefore willingness to develop own skills
- Ability to work cooperatively within a team
- Smart and professional in presentation
- A love of the outdoors
- A hard working, fun disposition is essential
- Commitment to the personal development of pupils.
- A First Aid qualification would be desirable, although training can be provided

Set in sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of historic Oxford, we have purpose-built, bright, modern classrooms with extensive and impressive facilities. There are specialist art, design and technology, food technology, music and science facilities as well as two school halls. We have new Astroturf, netball courts, hockey, rugby and football pitches, an archery range, a 9 hole golf course and driving range, tennis courts, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore.

The school provides an excellent all-round education in a delightful environment. We are proud of our ability to gain outstanding academic results within a warm and secure learning environment. Children are nurtured and cherished as part of the Chandlings family.

**To apply:** Interested and qualified candidates should submit electronically (as separate PDF documents in one email) the following to [sbrennan@chandlings.org.uk](mailto:sbrennan@chandlings.org.uk) by **11.00am on Friday 14 May 2021**.

- A covering letter addressed to Ms C Cook, Head
- A completed Chandlings Prep application form, with the names and details of at least two referees. One of the referees **must** be your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be the employer with whom you most recently worked with children. If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.
- A CV can be submitted as additional information but it must not be instead of the application form.

Shortlisted applicants are advised that references will be taken up **prior to interview**.

Interviews will be held during the weeks commencing 17 or 24 May 2021.

At least two references will be obtained and kept on file for each successful candidate and any gaps in employment history will be fully investigated. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited. Child protection awareness is an integral part of the induction programme for new members of staff.

**Appointment date:** September 2021



**Salary and Benefits:** The salary will be on the Chandlings Prep scale and related to experience and qualifications. You will automatically be enrolled in the Trust Pension scheme unless you exercise your right to opt out of the scheme.

**Medical Fitness:** Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

**Recruitment Checks:** Chandlings Prep requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background of the offence.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have so that adjustments can be made if required.

**Safeguarding:** All adults working at Chandlings Prep should be aware of and where necessary, follow the school's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Chandlings website.