



St George's

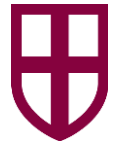
WEYBRIDGE

# Candidate Information Pack

NURSERY EARLY YEARS PRACTITIONER

(FIXED TERM)

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating around 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, polite, respectful adults. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Most important, though, is the perfect balance between the three fundamental intelligences listed here. Together, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from a variety of Christian denominations - it is inclusive of all faiths and none. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



# Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

## Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

*"Since the first day, I've been made to feel very welcome which has enabled me to settle in very quickly. I am really happy that I now consider myself to be part of the Georgian family".*

*Lauren*

*"Staff re friendly, approachable, helpful and patient, and demonstrate professionalism and passion in their work. Thank you for this opportunity".*

*Martin*

*Recently leaving a FTSE 100 company after 16 years to join St George's Junior School was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"*

*Leila*





# The Roles

<b>Job Title:</b>	<b>Nursery Early Years Practitioner</b>
<b>Line Manager:</b>	<b>Head of Nursery / Deputy Head of Nursery</b>
<b>Responsible to:</b>	<b>Acting Head of Lower Years</b>
<b>Salary:</b>	<b>Competitive salary based on skills &amp; experience</b>
<b>Hours:</b>	<b>Part time, two mornings during term time from 8.00 am to 1.00 pm</b>
<b>Contract:</b>	<b>Fixed term until end of the Summer Term 2025</b>

## Summary of the role:

We are seeking to recruit a part time member of staff to work in our outstanding Nursery for two mornings a week (usually Thursdays and Fridays) from 8.00 am to 1.00 pm.

Children in the Nursery are welcomed into a happy and vibrant atmosphere that encourages, stimulates and supports development throughout the important first years of education.

Our goal is to provide attentive childcare within a safe and nurturing learning environment, allowing children to flourish as individuals whilst also developing a sense of mutual respect and compassion.

Learning both indoors and out, children are offered a wide range of activities that inspire them to discover their own passions by exploring the world around them.

Children can join the Lower Nursery aged two, progressing into the Upper Nursery. All keyworkers share in the planning of activities and are responsible for monitoring and recording the development of the children in their care.

## Main duties & responsibilities:

- Planning and preparing lessons
- Teaching, according to their educational needs, the pupils assigned to you
- Recording and reporting on the development, progress and attainment of pupils. Writing formal reports as required
- Providing guidance and advice to pupils on educational and social matters
- Making records and reports on the personal and social needs of pupils
- Communicating with parents including attendance at Parent/Teacher Consultation Evenings
- Communicating and co-operating with persons and Bodies outside the Junior School



# The Role cont.

- Advising and co-operating with the Head, other teachers and EYP's in the preparation and development of courses of study, teaching materials and teaching programmes, methods of teaching and assessment of pastoral arrangements
- Maintaining order and discipline among the pupils and safeguarding their health and safety on St George's Junior School premises and when they are engaged in authorised Junior School activities elsewhere
- Participating in meetings at the Junior School which relate to the curriculum of the Foundation Stage or the administration or organisation of the Junior School including pastoral arrangements
- Promoting the Roman Catholic ethos and practices within the Junior School and partaking in the religious activities of the Junior School as reasonably required by the Head.
- Promoting the distinctive ethos of the School which is to ensure that each pupil is treated as an individual.
- Attendance at Open Mornings as requested and at School events such as Prizegiving and the Carol Service.

## OTHER

- Anything reasonably requested by the Head, the Bursar, or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



# Person Specification

## Knowledge and Experience:

### Essential Criteria

- Good standard of Maths and English
- Experience of working in a Nursery setting
- Experience of working as part of a team and on own initiative
- NVQ Level 3 in Early Years childcare experience or equivalent
- Paediatric First Aid qualified or a willingness to undertake training (which includes 6 hours of personal preparation time)

### Desirable Criteria

- Experience of working within an Independent School setting

## Skills and Abilities:

### Essential Criteria

- Ability to communicate well with children and adults
- Able to prioritise tasks and work to deadlines
- Proficient IT skills
- Ability to maintain discipline and create an atmosphere that will encourage learning
- Be able to recognise and reward the efforts and achievements of individual pupils

### Desirable Criteria

- Familiarity with an online learning journal such as Tapestry

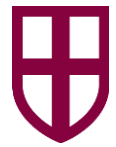
## Personal Qualities:

### Essential Criteria

- Ability to work as a member of a team
- Willingness to follow the key values of St George's at all times with interactions with staff, parents and pupils
- Calm and positive approach
- Excellent communication skills
- Ability to quickly build a rapport with young children
- Willingness to contribute to the wider aspects of school life

### Desirable Criteria

- Willingness to embrace the culture within a Catholic Co-Educational Josephite School



# Benefits



## Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme.

## Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



## Medical Support and Employee Assistance Programme

Benenden provides accelerated access to many aspects of private healthcare in the event of delays to NHS provision, as well as a free confidential counselling and GP helpline available 24/7.

## Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



## Fee Remission

All staff are eligible for School Fee Remission for employees' child(ren) attending either St George's College or St George's Junior School. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term following commencement of employment and is not contractual. Full details of the scheme are available from the HR Department.

## Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



## Meals & Parking

Staff are provided with lunch in the dining room, as part of the Pupil Supervisory Policy. There is some parking available on the Junior School site.



## Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



# Conditions of Employment

## Initial Period of Employment

Early Years Practitioners: Four weeks

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

## Notice Period

Four weeks

## Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

## Safeguarding Children

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 Safeguarding 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 and/or Designated Safeguarding Lead.

## Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

## Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

## Place of Work

The post-holder will be based at the Junior School with an expectation of flexibility if required.

## Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

## No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



# How to Apply

Should you require more information about the vacancies or the Nursery, in the first instance please contact Patricia Breatnach, for a confidential discussion:

**Tel:** 01932 839400      **Email:** [pbreatnach@stgeorgesweybridge.com](mailto:pbreatnach@stgeorgesweybridge.com)

Applications are encouraged as early as possible on the school's application form (available [here](#)) and emailed together with a covering letter (addressed to Mrs Patricia Breatnach, Acting Head of Lower Years) to [edrapper@stgeorgesweybridge.com](mailto:edrapper@stgeorgesweybridge.com).

## Key dates

### Closing date for applications:

9.00 am, Tuesday 19 November

### Interviews:

w/c 25 November 2024

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, Safeguarding Policy, Recruitment, Selection and Disclosure Policy & Procedure, DBS Code of Practice and Associated Policies, and Equal Opportunities Monitoring which are available on the school website – click [here](#)

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with past and current employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our "Georgian family" inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.





Welcome to  
  
St George's Junior School  
RECEPTION  
Reception