



Notting Hill Prep
TO THINK. TO THRIVE.



Notting Hill Prep School

Candidate Information Pack

A Welcome from the Headmistress



I am delighted that you are considering NHP as the next step in your career. I feel very privileged to be the Head of this wonderful school. NHP has quickly built a reputation as one of the leading prep schools in central London thanks to a combination of dynamic teaching, excellent academic results and a firm commitment to protect the joy of childhood.

I strongly believe that children thrive when they feel safe and happy. At NHP (affectionately re-named by the children as No Happier Place) we work hard to create a nurturing environment where our pupils' views are respected and encouraged. Kindness and courtesy are key themes and we focus on the children's ability to co-operate, to think collaboratively and to show consideration for the needs of others. We ask that candidates share these values and are willing to promote the core principles of the school.

Thank you for your interest in becoming part of the hugely special staff body we have at NHP. I hope you enjoy reading a bit more about the school, the role and what we can offer you.

I look forward to receiving your application, should you wish to apply.

A handwritten signature in black ink that reads "Maxine Shaw".

Maxine Shaw
Headmistress

NHP in a Nutshell

NHP was established in 2003 by a group of local parents and founding headmistress Jane Cameron with the vision of creating a local co-ed prep school, grounded in a strong partnership between school and parents. NHP began with the main aim that every child should have the right to come to school each day feeling safe and happy. NHP became part of the Dukes Education Group in 2023. We have come a long way since 2003 growing from 50 children in one building to 400 across three buildings.

The school is located just off the bustling Portobello Road in the heart of Notting Hill on a split school site. All buildings are in close proximity and have a lot of interaction, with children and staff moving between them throughout the school day.

The OB: The 'Old Building' – this was the first one of our buildings to exist and is home to our Lower school: Reception - Year 2

The JCB: The 'Jane Cameron building' – this is our Middle School. This building houses Year 3 - Year 5

The PGB: The 'Portobello Green Building' – a two-minute walk from the others, this is our newest building and home to Year 6 - Year 8

If you are shortlisted to interview, you will be invited to have a tour of the school as part of the recruitment process.



The NHP Ethos

NHP is a Thinking School which promotes academic rigour and protects the joy of childhood.

At the heart of an NHP education are four key values:

WONDER

We are curious. We know that a question is almost always the first stage in both the learning process and in finding our voice and so we encourage them. We inspire debate and seek intellectual growth. We find joy in imagination, passion, adventure and original thought and we nurture those qualities in our pupils.

CHALLENGE

We are ambitious. We believe that a child's school years should be a time when they feel safe to challenge and be challenged. When children do not fear failure, they are ready to express their own views, test out new ideas and take risks. At NHP, we celebrate being out of our comfort zone both personally and academically. We see making mistakes, and learning from them, as the path to deeper learning.

SELF-KNOWLEDGE

We think about ourselves. We encourage our pupils to be aware of what they think and feel in certain situations. Observing our own actions and reactions is the first step towards being more conscious of how we learn, how we behave and who we are. Increased self- knowledge is a key part of future success and growing into the person you would like to be.

COMMUNITY

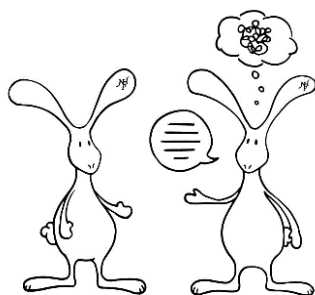
We think about others. We take time to observe and consider the lives and needs of the people around us. We are part of many different communities: cultural, social, local, national and international. Appreciating the diversity and complexity of other people deepens our ability to empathise. We advocate that whilst you are forging your own path you have a responsibility to look after and respect others along the way.

NHP is a Thinking School

NHP gained accreditation as a Thinking School from the Cognitive Education Development Unit of the University of Exeter in June 2014. It was one of the first prep schools in the country to have formal Thinking School status and continues to thrive today. In 2021, NHP became the first, and currently only, Advanced Accredited Thinking Prep School in the country. The NHP approach to learning enables teachers, pupils and parents to have a deep understanding of how to learn and think effectively.

At NHP, we are preparing pupils for a life of learning. We want to make learning exciting and enjoyable, and we want our pupils to thrive. We know that questioning and knowledge are fundamental to education. At NHP, teachers make the questions visible, both in the way they organise their teaching and the way they draw out questions from the pupils themselves. In this way, we build both the knowledge and the application of knowledge (the process).

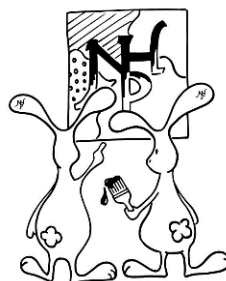
We embody the thinking School approach by using a unique curriculum within NHP, which provides pupils and teachers with a framework for learning. It functions as a toolbox, which consists of a series of strategies, such as Thinking Frames, Thinking Hats, P4C and the NHP Rabbit with the 10 Habits (see some examples below). These strategies form a common language, which reaches across all subjects and develops the whole child.



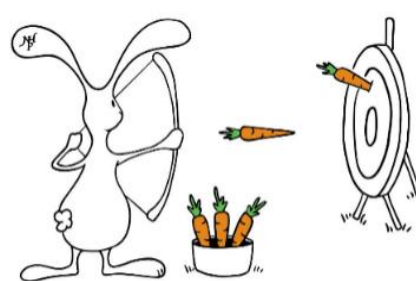
Communicating with Clarity



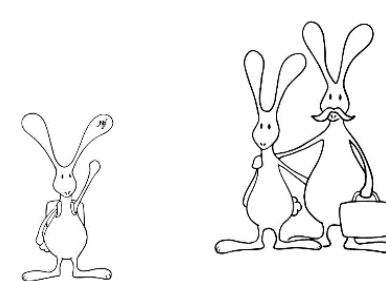
Being Kind and Courteous



Collaborating



Striving for Accuracy



Showing Independence



"...Notting Hill Prep likes to do things differently...the prep's Thinking School status... creates academic rigour while preserving the joy of childhood"

Tatler Schools Guide, 2023

School Secretary

Role Overview

We are looking to appoint a full-time School Secretary at our popular co-ed school in the heart of Notting Hill to join a highly committed, friendly and passionate team.

The role requires someone who has the ability to multi-task in a fast-paced environment and has good organisational and administrative skills. At the centre of everything that goes on in school, duties will be varied, including looking after the children's needs, supporting colleagues and parents and being the first point of call for all visitors. Good personal presentation, a friendly disposition and a willingness to participate in school life are considered important qualities for this position.

Notting Hill Prep is a 'Thinking School', a title which reflects its intelligent approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility, which it holds dear. We teach children not merely to learn, but to learn how to learn. The successful applicant will share the school's aspirations.

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'.



General Areas of Responsibility

- To promote and safeguard the welfare of pupils
- To comply with the School's safeguarding & child protection policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
- To keep up to date with pastoral care policies of the School and remain sufficiently aware of any personal problems of individual pupils
- To comply with the School's Code of Conduct
- To read other policies or guidance as and when required to do so by the DSL, Head or other member of the Senior Leadership Team
- To act consistently, in a calm and supportive manner with colleagues
- To attend staff and departmental meetings, open days, briefings, assemblies, INSET days, parent consultations and other school events, as required
- To communicate in a timely and appropriate fashion with parents, as and when necessary
- To participate in any arrangements that may be made for performance reviews
- To undertake other specific duties which may, from time to time, be reasonably requested by the Head
- To cover for absent colleagues, when required, as organised by the Head of Internal Operations
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- To ensure good management, sense of order and tidiness of the school so that the children may develop a sense of responsibility and pride in their school
- To ensure that all pupils adhere to the School rules
- To notify the school about personal absence due to illness and gain permission from the Head for any intended absence
- To be responsible for his/her personal punctuality and wearing of appropriate dress
- To be responsible to the Head of Internal Operations (line manager)

Specific Responsibilities as School Secretary

- To act as first point of contact within the school, promoting a warm and positive demeanour, consistent with the ethos of NHP
- To filter telephone and email enquiries, as appropriate, and taking and passing on messages to all staff
- To meet and greet visitors, accept and organise distribution of post and deliveries
- To offer first aid and support to all pupils and staff
- To maintain stocks of first aid equipment and order new items where necessary, in liaison with the School Nurse
- To be aware of health and safety issues

- To ensure that staff and pupil registers are kept, absent pupils are accounted for and registers at all fire exits and main exits are updated daily
- To print half-termly attendance records and to alert the Head of Section of any concerns
- To provide general assistance to the Head of Section, including making bookings/meetings, filing, dealing with correspondence and telephone calls
- To organise and attend meetings and take notes/minutes, when required
- To assist the Admin Manager with administrative and secretarial support and school reports preparation
- To assist the other School Secretaries with secretarial and administrative support
- To assist with the organisation of parent evenings and other school events, attending such events as required
- To assist with the organisation and administration of extra-curricular activities: liaising with the Club Co-ordinator to help with weekly registers
- To book courses and order equipment for staff, as required
- To assist in the general upkeep of the school building and equipment, keeping reception areas clean and tidy and liaising with the Premises Manager regarding maintenance and repair
- To assist the HR department with visitors, new staff checks and vetting agency staff
- To undertake additional administrative responsibilities, as required
- To undertake such other duties that may, from time to time, be reasonably assigned by the Headmistress, Head of Finance and Operations, or other members of the Senior Management Team

This job description does not form part of your employment contract. The job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the Deputy Heads, Head or senior colleagues may require from time to time.

Personal Profile

This position involves contact with, and taking responsibility for, children and will amount to 'regulated activity'. The successful candidate will be required to provide administrative support. He or she will be expected to communicate with parents and represent the welcoming and open-door ethos of the school. Attendance at staff meetings and other specified after-school events will form a part of the contractual hours of duty.

Qualifications and Experience

- Excellent written and oral English
- Passes at GCSE English and Maths essential
- Strong secretarial, organisational and computer skills, including Microsoft Office suite
- Experience using iSAMS MIS would be desirable, but not essential
- Experience of working in a school desirable, but not essential

Personal Attributes

- Commitment to promoting and safeguarding the welfare of children within the School and support of the School's policies and procedures
- Suitability to work with children*
- Excellent interpersonal skills with the ability to build strong relationships at all levels
- Adaptable to changing circumstances and new ideas
- Firm but approachable and enjoys being highly visible to children and parents
- Energetic, adaptable, enthusiastic and reliable with personal impact and presence
- Self-motivated with a high level of organisational skills
- Resilience and the ability to work well under pressure; ability to prioritise workload and manage time effectively
- Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement
- Personal concern and interest in welfare and development of children
- Values diversity and the unique place and contribution every individual makes to the learning community
- Demonstrate professionalism, loyalty and integrity
- Demonstrate diplomacy when dealing with others
- Sense of humour
- A commitment to supporting the wider life of the school, such as after-school activities

** This position involves contact with, and taking responsibility for, children and will amount to 'regulated activity'. The interview will explore issues relating to safeguarding and promoting the welfare of children.*

How to Apply

If you are keen to join our team, please tick the 'Apply' button on Tes to submit your application form. The closing date for completed applications is 9am on **Monday 14th July 2025** although early applications are encouraged. Interviews will take place soon after the closing date. Shortlisted applicants can expect to have an interview and an in-tray exercise.

Notting Hill Prep is a 'Thinking School', a title which reflects its approach to education and its devotion to instilling in its children the values of resilience, creativity and responsibility. We teach children not merely to learn, but to learn how to learn. The successful applicant will share the school's aspirations. The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. The School may carry out online searches on shortlisted applicants and all applicants will be required to provide details of their online profile, including social media account names/handles, as part of their application. Applicants are expected to have read the NHP Child Protection and Safeguarding policy as part of the application process.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. "NHP is an equal opportunities employer.



"Children are extremely articulate when answering questions and presenting their ideas; even when dealing with sophisticated topics"

ISI Inspection, 2021



Working at NHP

NHP recognises that it would not be the place it is without its amazing team! We value each and every one of our staff members and are aware of each person's contribution to making NHP the thriving, safe and nurturing environment that it is. Below are some of the benefits which we offer:

- A generous salary package
- Free school lunches daily (term time only) and two staff breakfasts a term
- Cycle to Work Scheme
- Employer Contribution to a Pension Scheme (teaching and non-teaching)
- Generous holidays. Teaching staff will receive the school holidays. Non-teaching staff are entitled to 30 days annual leave (must be taken during school holiday time) plus UK bank holidays
- Up to 50% discount on school fees
- One 'flexi-day' per term
- Training and Development – professional development opportunities and support for all staff
- Be a part of an incredibly supportive, friendly team and working environment
- Regular staff socials



"Every member of staff at NHP is amazing. The teachers are very special, some of them make you feel you want to go back to school."

NHP Parent

Periodic Table of Elements

The teacher is a man with a full brown beard and glasses, wearing a white lab coat over a blue checkered shirt and a patterned tie. He is pointing his right index finger towards a digital screen on the right. In his left hand, he holds a small blue object, possibly a marker or a small container. The background features a large periodic table of elements mounted on the wall. The screen displays a table with the title 'What is miss' and a column labeled 'Time' with numbers 1 through 10.

Time
1
2
3
4
5
6
7
8
9
10

What is miss



Part of the Dukes Education family.
Together we're extraordinary.



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