



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

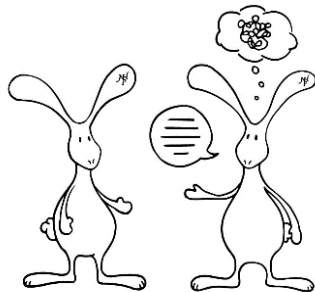
We think about others. We take time to observe and consider the lives and needs of the people around us. We are part of many different communities: cultural, social, local, national and international. Appreciating the diversity and complexity of other people deepens our ability to empathise. We advocate 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).

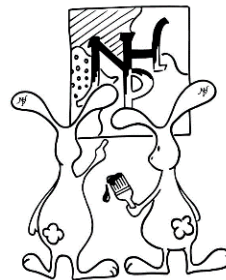
We embody the thinking School approach by using a unique curriculum within NHP, which provides pupils and teachers with a framework for learning. It functions as a toolbox, which consists of a series of strategies, such as Thinking Frames, Thinking Hats, P4C and the NHP Rabbit with the 10 Habits (see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



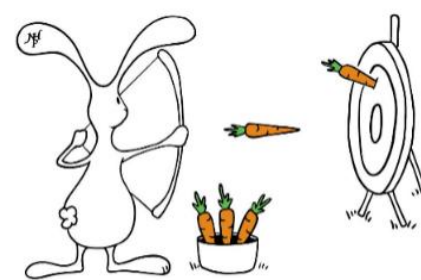
Communicating with Clarity



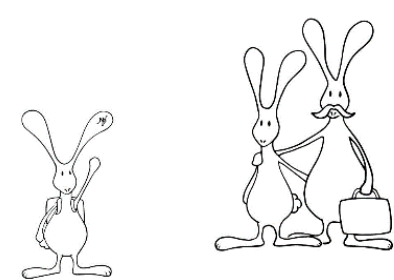
Being Kind and Courteous




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 Nurse

Role Overview

We are looking to appoint a School Nurse at our popular co-ed school in the heart of Notting Hill to join a highly committed, friendly and passionate team. The successful candidate will be a Registered Nurse or qualified Nursing Associate/Healthcare Assistant with knowledge and awareness of children's health issues. They must have extensive experience of working with children and have a sound knowledge of safeguarding issues.

The duties of the School Nurse will be varied, including: being the first point of call for pupils and staff requiring first aid; administer medications; plan, organise and monitor the provision of health care across the school, and; write policies, pupil care plans and maintain records. They will need to have the ability to work under pressure and have good organisational, communication and IT skills. Good personal presentation, a friendly disposition and a willingness to participate in school life are considered important qualities for this position.

The role will be term time only (including inset days) plus an additional 10 days per year in the school holidays. The working hours are 7.45am to 4.15pm. The salary will be up to £30,000 pa, depending on experience.

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
- 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 meetings, open days, briefings, INSET days, and support other school events and evening 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 professional reviews
- To meet all deadlines for the efficient running of the school (e.g. reports, planning etc.)
- 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 provide administration support and cover for the front reception desks, if required.
- Undertake any other professional duties which fall within his/her capabilities and which may be reasonably requested or required by the Head or the Executive Team, including provide support during Parents' Evenings and other after-school events.

Specific Responsibilities as School Nurse

- To be the first point of call for pupils and staff requiring first aid and/or medical assistance and to liaise with parents as required as a result of treatment
- To act as a First Aider and support other first aiders to ensure adequate levels of care are provided
- Planning, organising and monitoring the provision of health care across the School
- Writing policies, procedures, individual pupil care plans and welfare plans and ensuring these are kept up to date
- Ensuring his/her own nursing practices comply with the professional Code of Conduct
- Ensure they revalidate every three years and remain on the NMC register with a valid PIN number
- Participating in relevant CPD to ensure that treatment, advice and information are current, evidence based and in line with current legislation
- To administer medications as necessary

- To maintain, update and order all first aid equipment on all school sites, including children's personal medical equipment, ensuring safe storage, usage and disposal of medical supplies.
- To maintain, update and order travel first-aid kits for school trips
- Provide teaching staff with pupil based medical information prior to school trips and outings.
- Maintain sufficient levels of medical supplies and drugs.
- Managing the security and control of drugs and medicines, maintaining a clear audit trail
- To manage pupils with complex health needs and long term conditions (such as allergies, asthma, diabetes etc.) and liaise with parents
- Ensuring children follow a safe return to normal activity following concussion
- To ensure a prompt response to parents' medical concerns and queries about pupils
- To complete and maintain records in the Accident Record Book and report to RIDDOR, as necessary
- To maintain and update electronic medical records for pupils and staff, and printed medical lists around the school
- To send out necessary paperwork/medical consent forms for new pupils and inputting information on electronic school records such as iSAMS.
- To liaise with Trip coordinator to ensure medical consent forms for residential trips are sent and ensure all information is provided to appropriate teachers
- To liaise with the Catering Manager about food allergies and individual requirements and keep records and photo lists up-to-date.
- In liaison with Heads of Section participate in PSHE lessons on subjects such as puberty.
- To refer to other healthcare professionals, when required
- With the HR Manager, manage and implement a rolling programme of first aid training/re-training, including paediatric training, to ensure staff have first aid skills as appropriate to their role.
- To assist the Head of Finance and Operations with the investigation of accidents and provide feedback regarding risk assessments, as required
- To inform the Head of Finance and Operations of any concerns regarding Health & Safety and safe working practices.
- To work closely with, and report to, the Deputy Head Pastoral
- Gather appropriate medical information and maintain necessary records and statistics. Passing these to the Deputy Head Pastoral for review at Governors meetings.
- To liaise with the Designated Safeguarding Lead with regard to child safeguarding issues
- To liaise with school staff and external medical services where appropriate e.g. inoculation programmes
- To instruct other staff in health training, for example use of epipens, diabetes care, allergies, epilepsy, head lice checks etc.
- To operate procedures for the control of infectious diseases
- To uphold medical confidentiality in line with the legal duty of confidentiality to pupils and maintain medical records accurately.
- To attend Health and Safety meetings, as required.
- To promote health education throughout the school
- To provide confidential counselling and health advice, as appropriate, liaising with the School Counsellor and Deputy Head Pastoral

- To ensure compliance with all statutory requirements
- To keep up-to-date with current health promotion initiatives, including sourcing and distributing relevant literature.

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	Essential/Desirable
Qualified Nursing Associate or Healthcare Assistant with extensive experience	Essential
Registered Nurse	Desirable
First Aid at work certificate or Paediatric First Aid 12 hour course	Desirable
Evidence of commitment to continuous professional development	Essential

Experience and Knowledge	
Previous experience of school nursing	Desirable
Previous experience of working with children	Essential
Knowledge of safeguarding issues	Essential
Knowledge and awareness of children's health issues	Essential

Skills and Competencies	
Empathy and understanding of the emotional needs of children	Essential
Assertiveness in promoting and advocating the health and well-being needs of pupils	Essential
Ability to communicate both verbally and in writing, clearly and effectively	Essential
Highly practical with common sense and initiative	Essential
Highly organised	Essential
Ability to prioritise and manage changing workloads and situations and work under pressure	Essential
Good IT skills	Essential
Ability to work on own initiative and as part of a team	Essential

Other	
Ability to work in a way that promotes the safety and wellbeing of children and young people	Essential
Flexible approach to duties and working hours	Essential
Stamina and a good level of health and fitness	Essential
Self-motivated, confident, committed and enthusiastic	Essential
Friendly, cheerful and polite manner with a good sense of humour	Essential
Ability to work with discretion and maintain confidentiality on all school matters	Essential
Committed to self-development and willing to attend appropriate professional development opportunities	Essential

** 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 **2nd July 2025**. Interviews will take place shortly afterwards. 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 pro-rata (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





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



Notting Hill Prep School, 95 Lancaster Road, London, W11 1QQ
020 7221 0727 HR@nottinghillprep.com
nottinghillprep.com

Notting Hill Preparatory School Ltd. Is a company registered in England and Wales. Company no. 04677024