



St George's

WEYBRIDGE

Candidate Information Pack

EARLY YEARS PRACTITIONER

"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".

"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!"





The Role

Job Title:	Early Years Practitioner
Line Manager:	Head of Nursery
Responsible to:	The Head of Early Years Foundation Stage
Salary:	Up to £16,040 per annum pro-rata dependent on experience and qualifications (£26,730 FTE)
Hours:	22.5 hours per week, 10am to 3pm, Monday to Friday, including half an hour for lunch (unpaid), during Term Time Only.
Contract:	Fixed Term Contract until August 2027

Summary of the role:

This is a unique opportunity to work as an Early Years Practitioner for St George's Weybridge (SGW), alongside being an Early Years Lead for The Gap Club (TGC), delivering both Early Years Education at St George's Junior School during term time, and wraparound care for The Gap Club throughout the year. This opportunity to work in two exceptional settings will give the successful candidate the chance to grow as a practitioner whilst supporting children's development in different contexts.

Please note the successful candidate will be employed separately by both St George's Weybridge and The Gap Club.

Main duties & responsibilities:

- Assist the Key Person in planning and implementing daily activities and educational programs.
- Supervise and engage with children during playtime and meals.
- Help maintain a clean, organised, and safe classroom environment.
- Support children's social, emotional, and physical development.
- Assist with the preparation of learning materials and resources.
- Observe and document children's progress and share observations with the children's Key Person.
- Ensure all health and safety regulations are followed.
- 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.



The Role cont.

Annual Leave:

The annual leave entitlement for St George's Weybridge is 25 days per annum, which runs with the calendar year from January to December. The entitlement for those starting and leaving mid-year is pro-rated based on months worked. Of the 25 days entitlement per year, 3 days are to be taken between Christmas and New Year when the School is closed. 10 days are permitted to be taken during term time, with the remaining 12 days deemed to be taken during school holiday periods. You are not required to work school holiday periods for SGW. Annual leave booked via SGW relates only to the working hours for SGW. Leave booked via The Gap Club relates only to the working hours for TGC.



Person Specification

Qualifications, Knowledge and Experience:

Essential Criteria

- Full and Relevant Level 3 (or above) in Early Years Childcare (or equivalent qualification)
- Experience working in Early Years settings, with a focus on play based learning and care
- Paediatric First Aid qualified, or a willingness to undertake training
- A working knowledge of the Microsoft Office suite, and communication tools such as Zoom
- Knowledge of inspection and regulation frameworks (eg. EYFS, birth to 5, or development matters)
- Good standard of Maths and English
- Must be able to comply with all other statutory regulations and setting policy and procedures

Desirable Criteria

- Experience of working with children with additional or behavioural needs
- Familiarity with an online learning journal
- Experience of working within an Independent School setting

Skills and Abilities:

Essential Criteria

- Effective ability to plan engaging, creative, and bespoke activities for children
- Ability to work as part of a team, or work independently through own initiative, with excellent communication skills, both written and verbal, with both adults and children
- Ability to maintain discipline and create an atmosphere that will encourage learning
- Be able to recognise and reward the efforts and achievements of individual children
- Ability to build a rapport with young children
- A track record of positive and effective relationship building and stakeholder management skills to maintain strong customer relations in support of children's progress, wellbeing and needs
- Good time management and problem solving abilities, with the ability to prioritise tasks and deadlines

Personal Qualities:

Essential Criteria

- Calm, positive, and caring approach
- Willingness to contribute to the wider aspects of school life
- An organised, observational, and reflective practitioner
- To always uphold the values and ethos of St George's Junior School, with a willingness to embrace the culture within a Catholic Co-Educational Josephite School.



Benefits (Non-Contractual)



Pension

Subject to meeting the qualifying conditions, all Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge offers the option of flexible levels of employee contribution made via Salary Exchange. Employer contributions are competitive and reviewed regularly to maximise the future financial wellbeing of our staff. Full details are available from the HR Team.

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

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling 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.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



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

Business Staff: Six Months

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

Notice Period

One week on either side during the Initial Period of Employment, thereafter, one term.

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, when required, to work at the College.

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

To find out more about the post or the school, in the first instance please contact Patricia Breatnach, Head of Year Two, for a confidential discussion:

Tel: 01932 839400

Email: pbreatnach@stgeorgesweybridge.com

Applications are encouraged as early as possible via the Apply Online button on the Current Vacancies page of our website.

Key dates

Please note that applications will be reviewed upon receipt, therefore early applications are encouraged.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <https://www.stgeorgesweybridge.com/careers>

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.



