



# SHERBORNE SCHOOLS GROUP

Sherborne Schools Group (SSG) is a dynamic family of schools offering an exceptional education for girls and boys aged 3–19, across both day and boarding provision. Formed in 2024 through the merger of Sherborne Girls and Sherborne Boys, the Group now comprises Sherborne Girls, Sherborne Boys, Sherborne Prep, Hanford Prep, Sherborne International, and a number of trading companies. Together, these schools provide a rich and cohesive educational journey within the beautiful town of Sherborne and surrounding Dorset countryside.

Each school retains its distinctive identity, traditions, and community spirit, while also benefiting from the opportunities and resources of being part of a larger group. Today, SSG educates 1,280 pupils in the UK, supported by a dedicated team of staff. Our international reach continues to expand through Sherborne Schools Worldwide, with six schools established across Qatar and Jeddah, and a new school opening in Riyadh in 2026.

At the heart of SSG lies *The Sherborne Difference*: our commitment to transformative education that blends academic excellence with character development, wellbeing, and innovation. Through this, we prepare our pupils not only to succeed, but to lead, inspire, and make a positive impact in an ever-changing world.

**Sherborne Prep** is a co-educational day and boarding school for children aged 3–13. The school provides a warm and nurturing environment where curiosity, confidence, and foundational skills are developed for life, ensuring pupils are well prepared for the next stage of their education.

## **JOB DESCRIPTION**

### **Sherborne Schools Group Recruitment and Selection Policy Statement**

Sherborne Schools Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

### **NURSERY ASSISTANT** **Permanent, Part-Time**

#### ***Principal Role***

Sherborne Schools Group is seeking a permanent, part-time Nursery Assistant who will be responsible for the supporting, caring and leading activities with the Nursery children at Sherborne Prep School. While their primary place of work will be Sherborne Prep School, the postholder will also be expected to contribute to and support initiatives across the wider Sherborne Schools Group. From time to time, they may be required to work at other schools or sites within the Group to meet the needs of the business.

Sherborne Prep School seeks to appoint an experienced Nursery Assistant to join the nurturing Pre-Prep Department to deliver an outstanding learning experience for the children. The ideal candidate will have a creative sense of imagination, an abundance of patience, warmth and contagious enthusiasm, as well as the passion to deliver an ambitious educational experience for the pupils.

Sherborne Prep is a vibrant independent 3-13 day and boarding school which celebrates childhood through a broad and stimulating curriculum. We develop happy, enthusiastic and independent children who flourish in an inspiring and nurturing environment and aim to provide a magical childhood learning experience for every child. Based in the beautiful rural town of Sherborne in Dorset, we believe that a happy child is a learning, thriving child who has the ability to maximise their potential and we aim to help each child to find their talents and to provide avenues and encouragement for these to be pursued. Our hope is that the children from Sherborne Prep will leave as happy, confident and kind individuals with the skills required to be successful learners. They will also be well-prepared for their next stage in learning with a natural readiness to embrace the challenges of an ever-changing world. The School recently merged with Sherborne School and became part of the Sherborne Schools' Group.

Nursery staff are responsible for delivering the EYFS framework. The Nursery Assistant has pastoral and academic responsibility for all children, alongside the other staff working in the nursery setting and will develop supportive and connected relationships with parents and colleagues.

If you think you have the warmth, energy and enthusiasm to achieve outstanding outcomes and infuse children with a life-long passion for learning, then we would love to hear from you.

**Primary Location:** Sherborne Prep School

You may be required to work at other schools or sites within the Group to meet the needs of the business.

**Reporting to:** Head of Pre-Prep, Sherborne Prep

**Hours of Work:** 24 hours per week Monday to Friday. Hours of work are likely to be:  
12.00pm to 5.00pm on Tuesdays and Thursdays  
8.00am to 5.00pm Wednesdays (less 30-minute unpaid break)  
11:30am to 5.00pm Fridays

The postholder will be required to work during School term time as well as attend relevant school Inset days and first aid training. Some flexibility will be required on occasion to meet the demands of the post.

### ***Core Responsibilities...***

Contributing to the quality of care and welfare of pupils by:

- Supporting children's activities e.g., by listening and talking with children, leading activities which practice skills, encouraging sharing, turn taking and co-operation
- Encouraging children's oral language development through relevant questioning and personal interaction
- Supporting literacy and numeracy development through play
- Supporting practical activities in and out of the classroom
- Supporting and encouraging good standards of behavior
- Assisting in supervising children during playtimes, lunchtimes and in after school clubs

- Supporting children within and outside the school, e.g., on educational trips, forest school, sports events etc.
- Providing comfort and first aid for minor accidents, upsets or ailments
- Providing specific learning support for individuals or small groups as required
- Organising, maintaining, tidying and distributing resources
- Planning and constructing creative displays in conjunction with the Nursery Teacher
- Ensuring childrens play and achievement is recorded correctly
- Distribution of snacks and loading/unloading of dishwasher
- Building a positive relationship with the children and supporting the school ethos
- Developing good teamwork with other staff
- Providing appropriate praise and encouragement
- Supporting children working together to encourage teamwork and co-operation

#### ***Other responsibilities***

- Undertake any other reasonable duties as required by Head of Pre-Prep, including providing support across Sherborne Schools Group schools as necessary.
- Contribute to the wider life of the Group, including events, initiatives, or projects that enhance collaboration between schools.
- Be flexible in place of work, and undertake duties at other Group schools or sites where required, in order to meet operational or strategic needs.
- Promote and uphold the values and ethos of Sherborne Schools Group in all professional activities, ensuring consistency across the community.

**Duties - this is not intended to be a comprehensive list of the tasks that will be covered and other tasks will be undertaken at the direction of the Head of Pre-Prep.**

#### ***Person Specification...***

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Early Years qualification recognised by the DfE</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 Early Years qualification</li> <li>• Previous experience in a nursery or EYFS setting</li> <li>• Paediatric First Aid qualification desirable, although not essential</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to support children’s learning and development within the EYFS</li> <li>• Good communication skills</li> <li>• Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience supporting play-based learning</li> <li>• Knowledge of safeguarding procedures</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Caring, patient and nurturing</li> <li>• Reliable and professional</li> <li>• Committed to safeguarding and promoting children’s welfare</li> </ul>	<ul style="list-style-type: none"> <li>• Warm and enthusiastic approach</li> <li>• Flexible and proactive</li> </ul>

**Training Requirement for the Nursery Assistant– this list is not exhaustive, and the post holder may be required to undertake other training as required by the School.**

<b>Training</b>	<b>To be completed by</b>	<b>Frequency of training</b>
Safeguarding (Child Protection) and Prevent Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
GDPR	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Awareness	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Emergency First Aid at Work Training	Within the first term of employment	As required

**Salary:** Up to £12,960.34 per annum depending on skills and experience, which equates to £13.99 per hour. Remuneration includes payment for 33 working weeks plus 5.6 weeks paid holiday entitlement. Salary paid monthly in arrears direct into nominated bank account.

**Holidays:** The postholder will be entitled to take holiday during the usual Sherborne Prep School holiday periods but will be required to attend INSET; holiday cannot be taken during Sherborne Prep School term time. In addition, teachers may be required by the Head, upon reasonable notice, to work for varying short periods after the end and before the beginning of any term.

**Pension:** The postholder will be able to join the Schools Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

**Probationary Period:** In accordance with School policy, all appointments are subject to a six-month probationary period.

**Medical Self Declaration:** The offer of appointment at Sherborne Schools Group will be conditional upon the provision of a self-declaration of your physical and mental fitness to discharge the responsibilities of the role.

**DBS Disclosure (Police Check)/References:** As Sherborne Schools Group is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

**Postholder's Responsibility:** You share with all staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy Statement. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

### **Benefits**

- Generous School Sick Pay scheme
- Reduced membership a designated Sports Centre
- Membership of the School library
- Free onsite parking (subject to availability)
- Lunchtime meal, during School term time for staff working a full day
- Employee Assistance Programme offering free counselling / legal / medical support

We are proud to offer a thoughtful package of employee benefits designed to support your wellbeing, both in and out of work. While we aim to maintain these benefits, they are not contractual and may be reviewed and updated from time to time to reflect the evolving needs of our people and our Group.

### ***Method of Application:***

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date.

In the event of any queries please contact: **Miss Emily Old, Recruitment Manager**  
**Human Resources**  
**Sherborne School**  
**Tel: 01935 810502**  
**Email: [hr@sherborne.org](mailto:hr@sherborne.org)**

**Closing date for applications:** **9.30am Monday 2 February 2026**

**Interviews likely to take place:** **Monday 9 February 2026**

**PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE  
UNABLE TO ATTEND INTERVIEW DURING THIS TIME**

**Anticipated start date:** **ASAP**