



# Recruitment Pack

SALISBURY  
CATHEDRAL SCHOOL

Your child at our heart



## NURSERY PRACTITIONER

# RECRUITMENT PACK

## About Salisbury Cathedral School

Salisbury Cathedral School (SCS) is a wonderful school with an enviable reputation in the area for providing children with a nurturing, varied and enriching education in the most beautiful environment, surrounded by woodland and nestled under the sheltering presence of Salisbury Cathedral.

We hold your child at our heart and seek to make every day a wonderful opportunity to explore curiously, connect meaningfully and live vibrantly. We support everyone in our community to embrace opportunity and each new day is approached with energy, gratitude and an exciting sense of possibility. We encourage our children to be curious, creative and caring; to hold a wonder about the world around them and to be ambitious for themselves and for others.

Our vibrant learning culture gives children extensive opportunities to discover and develop their talents in academic fields, in sport, in the creative and performing arts, and in the wider community. The breadth of timetabled and extra-curricular opportunities we offer rivals many larger schools and our dedicated team delivers the highest quality teaching, inspiring our pupils to bring the best in everything they do.

Our staff are known for their energy and commitment, each day striving to achieve the highest educational outcomes and bringing out the best in each child. Our personalised learning approach and ethos of always giving of your best ensures our pupils have the strongest start in life. We pride ourselves on the close relationships we build with each of our pupils and their families. We get to know their strengths, we are by their side through their struggles, we celebrate their achievements and we support them in their transition to exciting futures.

We believe that every child has something valuable to offer and that in our setting, guided by expert staff, we can find and nurture a child's gift and give each child the confidence to tackle life's challenges with spirit and determination. Based on their achievements at SCS, our pupils earn places at a variety of senior schools, often with generous scholarships.



## Staff

At SCS, we look for energetic, ambitious and skilled people to work in our School. We expect our staff to play a full and positive part in the life of the School, and to contribute to the co-curricular programme. Teaching staff ensure good communication with parents, including the writing of reports; work together to create and deliver excellent schemes of work; and fulfil cover and other duties both within and after the school day.

All members of staff at SCS are expected to be fully supportive of the aims and ethos of our school and to share pastoral responsibility. They work towards encouraging each pupil to have the chance to develop to their full potential. Each staff member is expected to put children first and value each child highly, treating every pupil in a respectful and professional manner. Staff should support the school in its intention to celebrate progress and achievement, fostering a love of learning amongst pupils.

All those employed at SCS work to provide a positive environment where all children are provided with an extensive and balanced learning opportunity. Staff members ensure they are inclusive of all pupils and promote the educational, emotional, physical, social and spiritual development and well-being of our children.

## Job Description

**Position:** Nursery Practitioner

**Contract:** Permanent and part time available (50 weeks a year).

**Hours:** Full time / Part-time with flexible shift patterns available

**Annual Holiday:** Six weeks' annual leave

**Salary:** £25,000 to £28,000 (FTE)

**Start Date:** 22nd April 2025 or sooner if possible

We are currently recruiting for an Early Years Practitioner to join our thriving nursery looking after children from 2 to 4 years. The successful Early Years Practitioner will share our passion that the early years are formative; experiences now can shape a child's future. It is our aim that they should look forward to every day, knowing they are valued as individuals so they can grow in self-confidence and independence.

This is an exciting time for you to join the Apple Tree Nursery at SCS as we enter the next phase of its growth. The nursery is expanding and we are looking for passionate staff to take this journey with us. We would welcome applications from experienced Early Years Practitioners as well as those who have recently qualified.

If you are an Early Years Practitioner or Nursery Nurse looking for a new role or if you are completing your Early Years training and looking to take on a new and exciting opportunity this could be the role for you.

## About our Nursery

- Moved to all-year-round setting from January 2025, open for 50 weeks a year
- Opening hours from January 2025: 7.30am to 6.00pm
- Option for parents to choose term time only or term time plus contracts
- A strong and growing team of Nursery Practitioners, with great potential for the Head of Nursery to recruit additional colleagues
- Lunch provided
- Free parking available



## Job Description

### Who are we looking for?

If you are able to demonstrate the following we would welcome your application:

- Level 3 qualified in Early Years
- Able to inspire our pupils with enthusiasm and a love of learning
- Have a sound knowledge of the requirements of the Early Years curriculum
- Able to plan and prepare engaging and stimulating activities for pupils of every ability
- Able to positively impact pupils in every aspect of their education including pastoral care
- Able to encourage learning and development, through play and teaching
- Can create a secure environment, using imagination to help children to learn
- Can work with parents and carers to support their children
- Enable children to build their literacy, language and numeracy skills
- Monitor progress to enable planning
- Put together activities which will keep the children engaged throughout the day

### What can we offer you?

- You will have the chance to join our great team and play a key role in delivering a high-quality childcare service to our young children.
- Salary between £25,000 to £28,000 (FTE)
- Annual salary review
- Annual leave of six weeks each year, inclusive of Bank Holidays
- SCS has established an Employee Benefits Package for its entire staff. In conjunction with Education support we are able to offer an employee assistance programme, SCS also offers a cycle to work scheme and with Edenred a childcare voucher scheme via salary sacrifice
- Meals are normally provided during working hours
- Free on site parking
- Pension Scheme
- Teachers will be automatically enrolled in our Royal London pension scheme. All other staff will be automatically enrolled in the Standard Life pension scheme.
- Staff are entitled to up to 50% discount on their children's school fees
- Refer a friend scheme up to £750



# Principal Responsibilities

## MAIN DUTIES

- Promoting and safeguarding the welfare of children for whom you are responsible and with whom you come into contact
- To foster warm, nurturing and caring relationships with the children
- Provide classroom and teaching support as directed by the class teacher, fully engaging with the children as they play and learn
- To support the education, personal, social and emotional development of pupils. Working under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning
- To follow procedures and protocol as detailed in the Pre-Prep and staff handbooks
- Lead sessions for small groups of children as directed by the class teacher
- To undertake playground and lunchtime duties
- To assist with classroom and other displays and to assist the teacher and department in creating and maintaining a purposeful, orderly and supportive learning environment
- To be a point of contact with parents and carers
- To undertake minor first aid duties
- To assist with the general supervision of pupils including wrap around care as needed
- To keep up an up-to-date understanding of the curriculum, including undertaking CPD as needed, to improve and strive for the best.

## OTHER RESPONSIBILITIES

- Support the smooth running of the Pre-Prep department, working as part of a collective staff team.
- Undertake other reasonable duties related to the job as required and directed by the Head of Pre-Prep. This may include occasional out-of-hours work, such as supervision of breakfast club or other school events, such as open days and other functions in the school's annual calendar

## ALL STAFF ARE EXPECTED TO:

- Carry out the work of this school to the best of your ability, displaying initiative and enthusiasm and recognising that its status as preparatory and pre-prep, boarding and day school, and also a choir school, places additional demands and responsibilities on staff who choose to work here
- Do all you can, by the relationships that you build with pupils, staff, parents, and the wider community, to promote the caring ethos of the school and reflect its Christian foundation
- Engage actively in the performance review process
- Adhere to policies as set out in the staff handbook
- Maintain high professional standards of attendance, punctuality, appearance and conduct

## PERSON SPECIFICATION

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

## QUALIFICATIONS

- A full and relevant Level 3 or above qualification to work with EYFS children
- Safeguarding training and awareness
- First Aid or Paediatric First Aid qualification (desirable although not essential)
- Record of continuing professional development (CPD)
- An interest in outdoor learning or outdoor learning qualification would be of interest

## EXPERIENCE

- Recent experience of working with young children is essential
- Experience of working in EYFS is desirable

## SKILLS

- Flexible approach to meet the needs of the role
- Adaptability
- IT skills
- Open to new ideas and approaches
- Strong team player

## PERSONAL QUALITIES

- A warm and nurturing nature
- Great team player
- Flexible
- Positive outlook
- Ability to use initiative
- Good sense of humour
- Strong team player who can be flexible and respond positively to changes of routine

## How to Apply

If you would like to apply for this post, please complete the application form on the TES website.

**Closing Date:** Friday 21st March 2025

For any queries, or to arrange a visit to see the School, please speak to:

**Mrs Charli Hilliard, HR Administrator**  
**01722 555318** or **hr@salisburycathedralschool.com**

Applications will only be accepted from candidates completing the Application Form in full. CV's will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

The successful applicant will be required to complete a disclosure from the Disclosure and Barring Service (DBS) at the appropriate level for the post.

Salisbury Cathedral School will seek references on shortlisted candidates prior to interview and may approach previous employers for information to verify particular experience or qualifications.

If candidates are currently working with children, on either a paid or voluntary basis, their current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether they have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If they are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither their current nor previous employment has involved working with children, their current employer will still be asked about their suitability to work with children, although the employer may, where appropriate, answer 'not applicable' if their duties have not brought them into contact with children or young persons.

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have already been selected, as well as possible referral to the police and/or DCSF Children's Safeguarding Operation Unit.



## For candidates invited to interview

Interviews will be conducted in person and the areas explored will include suitability to work with children. Further details of specific interview content will be sent to selected candidates ahead of interview dates.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.) Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- Photographic proof of ID (driving licence or passport)
- Proof of right to work in the UK (passport, or a full UK birth/adoption certificate, together with an official document giving their permanent National Insurance number)
- A utility bill or financial statement showing the candidate's current name and address and dated within the last three months
- Where appropriate any documentation evidencing a change of name
- Please note that originals of the above are necessary
- Photocopies or certified copies will not be sufficient

## Conditional Offers to successful candidates

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A satisfactory DBS check
- Verification of professional status such as GTC registration, QTS Status (where required)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance
- Verification of medical fitness in accordance with DCFS Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- Satisfactory completion of the probationary period

## Warning

Where a candidate is found to be:

on DfE Barred List/List 99 or the Protection of Children Act List, or the DBS disclosure shows they have been disqualified from working with children by a Court; or found to have provided false information in, or in support of, their application; or the subject of serious expressions of concern as to their suitability to work with children; the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit.

## Safeguarding

Salisbury Cathedral School is committed to safeguarding and promoting the welfare of children and young people. We recognise that keeping children and young people safe is paramount. Preventing those who might wish to harm or abuse children from engaging in any area of responsibility at Salisbury Cathedral School, whether paid or voluntary, is a top priority. The whole School community is expected to share this commitment.

We realise that all staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have the right to be safe and to be treated with respect and dignity. Therefore, trusted adults are expected to take reasonable steps to ensure the safety and wellbeing of pupils and adopt a child-centred approach considering, at all times, the best interests of the child. Failure to do so may be regarded as professional neglect.

## Equal Opportunities

Salisbury Cathedral School is committed to achieving equality of opportunity for all people who work and study at the School. We respect and value the diversity of our staff and pupils.

We seek to employ a workforce that reflects the diverse community at large, as we value the individual contributions of all people. We will treat all employees with respect and dignity and provide a working environment free from unlawful discrimination, harassment or victimisation.

We will not tolerate any form of behaviour or activity that discriminates on the grounds of gender, marital status, family responsibilities, sexual orientation, colour, race, nationality, religious belief, ethnicity, age, disability and unrelated criminal convictions.



# SALISBURY

CATHEDRAL SCHOOL



Your child at our heart