



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

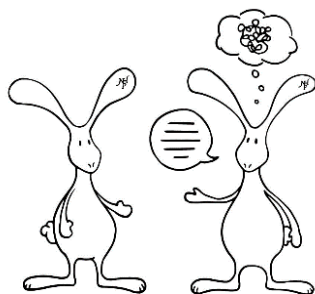
We think about others. We take time to observe and consider the lives and needs of the people around us. We are part of many different communities: cultural, social, local, national and international. Appreciating the diversity and complexity of other people deepens our ability to empathise. We advocate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

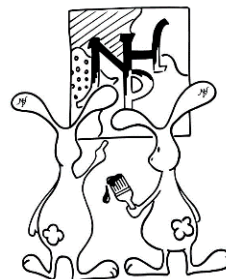
We embody the thinking School approach by using a unique curriculum within NHP, which provides pupils and teachers with a framework for learning. It functions as a toolbox, which consists of a series of strategies, such as Thinking Frames, Thinking Hats, P4C and the NHP Rabbit with the 10 Habits (see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



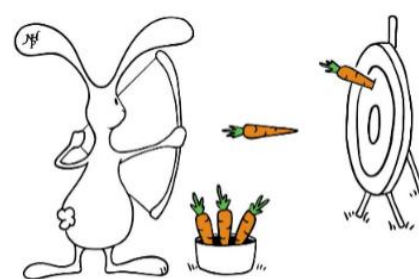
Communicating with Clarity



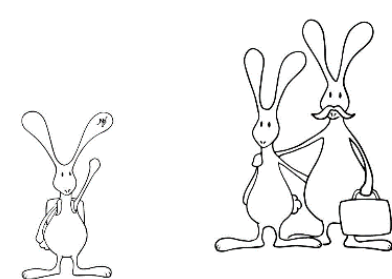
Being Kind and Courteous



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

Marketing Manager

Role Overview

Do you want to work in an environment where every day brings a new challenge? Do you love being creative, setting your own priorities each day? Are you prepared to roll up your sleeves and work on building relationships and promoting NHP? This role will focus on building connections between the Acorn Nursery and NHP, creating organic pathways for families to stay between our settings.

The role has a focus on news-gathering and story-telling across various channels (including online, print and social). The role will also necessitate involvement in advertising (off and online), events, digital marketing, social media and face-to-face marketing.

The successful candidate will be an organised, enthusiastic and a hard-working team player with excellent written and verbal communication skills. They will also be digitally savvy and have had previous experience in a similar marketing/ communications role.

NHP 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 candidate will share the school's aspirations.

Good personal presentation, a friendly disposition and a willingness to participate in school life are considered important qualities for this position. This role will involve contact with and responsibility for children and will amount to 'regulated activity'. The salary will be £35,000-£40,000, depending on experience. We offer free school lunches and a defined contribution pension scheme.



Key Responsibilities

Line Manager – Head of Admissions and Marketing, NHP

Liaising with - Teaching and Admin Staff, Dukes Education Office Staff

- Publicise events and activities to a wide range of audiences. Assist in the preparation of communication materials for these events where required.
- Generate interesting rich content for the school and nursery communications channels, specifically social media and the websites.
- Be responsible for proactive news & information gathering, through maintaining strong relationships with staff across all settings.
- Ensure news and related content is updated on each setting's website, blogs and social media channels; support in managing each setting's social media channels, as required.
- Engage prospective & current parents and all staff by creating informative marketing emails, invitations, surveys and other communications as required.
- Manage and maintain contact databases and lists. Work with the head of Admissions and Marketing and other administrative staff to develop prospective and current parent lists.
- Track and monitor success of email newsletters and social media posts.
- Consistently review website content and all channels to ensure information is correct and fit for purpose.
- Collaborate with key stakeholders in the school and nursery to understand their communication needs and develop plans to assist where possible.
- Stay informed of trends and developments for new, innovative communications tools and explore new solutions and approaches to improve communication across the school and beyond.
- Collate newsletters for the school as and when required.
- Attend events such as Drama Productions/Prize Giving etc. as required to take photographs for marketing purposes.

General Areas of Responsibility

- General Admin. duties as required.
- Responding to correspondence.
- Collation of prospectus packs.
- Collate and prepare equipment for school fairs or equivalent.
- Attend Open Morning/Open Day events and assist as reasonably required.
- Cover the Head of Marketing and Admissions holiday.

Additional: To perform any responsibilities associated with being a member of the team as reasonably directed.

Personal Profile

- Strong verbal communication skills.
- Excellent written communication skills for producing high quality content.
- Knowledge of existing and emerging social media platforms.
- Excellent IT skills – specifically Wordpress / another CMS, Google Analytics, Social media, MS Office. Design ability (InDesign) is an advantage, Canva essential.
- Attention to detail and accuracy.
- The ability to work independently and flexibly.
- The capacity to prioritise and work across multiple projects.
- The ability to work as part of a team.
- Organisational skills with the ability to deliver a high volume of quality work.
- Creative skills for contributing new and innovative ideas.
- The ability to work well under pressure and meet deadlines.
- Networking and analytical skills.

** The interview will also explore issues relating to safeguarding and promoting the welfare of children*

How to Apply

If you are keen to join our team, please submit an application form. The closing date for completed applications is 9:00am on **Monday 14th July 2025** although early applications are encouraged. Interviews will take place on **Thursday 17th/Friday 18th July**. Short listed candidates can expect to have an interview and to teach an in-tray task.

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 image shows a male teacher with a full red beard and glasses, wearing a white lab coat over a blue patterned shirt and a dark tie. He is pointing his right index finger towards a digital screen on the right. In the background, a large periodic table of elements is mounted on the wall. The table is color-coded by groups: noble gases (yellow), halogens (orange), chalcogens (green), pnictogens (light green), metalloids (light blue), transition metals (blue), and alkali metals (pink). The screen on the right displays the text 'What is miss' in red, followed by a table with a blue header and a 'Time' column. The foreground shows the backs of several students' heads, indicating a classroom setting.

	Time
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

What is miss

Time

1

2

3

4

5

6

7

8

9

10



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



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