



HATHEROP CASTLE  
PREP SCHOOL & NURSERY

# NURSERY ASSISTANT

CANDIDATE PACK

Start date: Immediate Start or from June 2024



## INTRODUCTION

An exciting opportunity has arisen for an enthusiastic and engaging professional to join the Hatherop Castle team. We seek an energetic and enthusiastic Nursery Assistant for ideally an immediate start or from May/June 2024. The ideal candidate will have the ability to engage and inspire Nursery aged children, as well as fostering a calm and happy environment where the children feel safe and understood. The successful applicant will work alongside newly appointed Head of Nursery and other Nursery Staff to ensure the pupils in the Nursery are supported both pastorally and academically, in a manner that reflects the school's position as an award-winning and highly successful prep school. This is an outstanding opportunity for the successful applicant to be part of further developing the provision in the Nursery.

## THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children at Hatherop Castle benefit from a full, challenging and creative curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a flexible boarding provision, all housed within the Castle.





Since joining the Wishford Schools group, the school has enjoyed an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the communal parts of the school. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. In October 2018 a new all-weather surface was completed in our stunning walled garden which has improved our sports provision. We have recently refurbished classrooms in the Pre-Prep and last summer started a full refurbishment of the Nursery, including a new teaching room for transition.

The school is currently enjoying a period of growth with pupil numbers rising. In most year groups there are 2 classes with an average of 12-15 children in each class.

Our Nursery is located centrally within the school grounds and has its own specialist Nursery facility where the children can learn, play and interact together whilst benefiting from the school facilities such as an Astroturf, Performing Art Centre and designated Forest School designed for Nursery use only. The Nursery is currently enjoying a period of re-decoration and re-furnishment both in the classrooms and the outside areas.

Our Nursery provides year-round provision for our children. We welcome children from 2 years old into our Kindergarten year group with the majority of our children moving into Reception in our Pre-Prep.

For more information on Hatherop Castle School, please visit: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk). If candidates would like to get a better feel for the school a selection of videos and films can be found on our [You Tube Channel](#).



## THE OPPORTUNITY

A vacancy has arisen for a Nursery Assistant to work in the Nursery Provision at Hatherop Castle School. The successful candidate will be part of a group of experienced, hardworking, and enthusiastic staff. The role can be full-time (Monday-Friday) or part time, throughout the year to support our year round Nursery Provision.

The successful candidate will be confident, driven, and passionate about The Early Years and will also be an organised, committed, and professional individual.

The person we are looking for may be a current Nursery Assistant wanting to work in a different setting or someone who is keen to further develop a career in working with Nursery aged children. If required support and training can be provided.

In return you can expect a competitive salary along with excellent benefits including pension, subsidised childcare, free onsite parking, free meals, free membership at Westonbirt leisure centre and more.

## APPLICATION PROCESS

Applicants should complete the school's application form and submit this online via the TES website or by sending directly by email to [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk). The application form is to be accompanied by a covering letter to the Headmaster, Mr Nigel Reed, of no more than one page.

The closing date for applications is 8am on Friday 12th April 2024. Interviews will be held during the week beginning Monday 15th April 2024.

Applications will be considered on receipt and candidates may be contacted for a zoom interview prior to the interviews in person. Early applications by prospective candidates are therefore strongly recommended.

Hatherop Castle School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.





# JOB DESCRIPTION

## MAIN PURPOSE OF THIS ROLE

To provide and deliver safe, high-quality education and care for children aged 2-4 years. To work as part of the Nursery team, maintaining a happy, positive working environment. A key element of the role is work with the children to support their development as expected with in the Early Years Foundation Stag.

This job description may be amended at any time following the discussion between the Headmaster and Nursery Manager, and the member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

## GENERAL RESPONSIBILITIES

- To have due regard for the education of all pupils in the nursery in accordance with the aims, objectives and values
- To provide pastoral care as an integral part of performing duties as a Nursery Assistant
- To share in the corporate responsibility for the well-being and control of all pupils in the Nursery
- To follow the policies for the smooth running of the school as laid down in the Staff Handbook
- To plan lessons effectively in accordance with the school's Schemes of Work and Programmes of Study
- To teach in as exciting and stimulating a way as possible in order to inculcate a love of learning and of school, at the same time having high expectations of pupils and their performance
- To keep up to date with assessment, record keeping and reporting
- To attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular
- To be supportive of, all events taking place within the school, including those organised by the PA
- To be part of the Early Years team, planning and implementing activities, delivering effective teaching and learning
- To be committed to safeguarding children and want to make a difference to improving all children's learning outcomes; encouraging confident and independent learners
- To establish positive partnerships with parents, ensuring a cohesive approach to their child's welfare and progression





## PERSON SPECIFICATION

### EDUCATION & QUALIFICATIONS

- Experience in an Nursery (or equivalent) setting.
- Minimum Qualification of NNEB, CACHE Level 3, NVQ Level 3 or equivalent.
- For the right candidate without the qualifications above, training and support can be provided to achieve a level 3 qualification.
- Knowledge and a willingness to develop experience of the EYFS and of high-quality early years' practice including statutory requirements
- Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion
- Safeguarding certified
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Enhanced DBS Check
- Willingness to gain further qualifications relevant for the position.

### • EXPERIENCE/KNOWLEDGE

- Knowledge or willing to learn about the Early Years Foundation Stage and current statutory guidance.
- Experience of working with or caring for children ideally in early years settings.
- Ideally have the knowledge and proven practical experience of implementing good quality learning opportunities.
- Commitment to equal opportunities and understanding of religious and cultural diversity.
- Ability to create and implement basic systems for child records.





## SKILLS & ATTRIBUTES

- Be an engaging, high quality, energetic practitioner with an enthusiasm for teaching and working with children in the EYFS.
- Have a desire to encourage children to flourish and develop in a fun environment.
- Have a head for the necessary supporting processes and policies.
- Be able to maintain a nurturing and dynamic ethos within which children can discover and develop their gifts and talents.
- Ability to work as part of a team.
- To have a clear understanding of safeguarding and child protection procedures.
- Have the drive and determination to create the best possible academic and extra-curricular opportunities for all pupils.
- Have strong communication skills and ability to build relationships with pupils, parents and colleagues with a natural welcome for Nursery families.
- Sense of Humour
- Flexible and open-minded.
- Smart and professional in presentation.

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Nigel Reed on 01285 750206 or email [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk)





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