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## Role Description of Nursery Assistant Maternity Cover Fixed Term 6 January 2025 to 4 July 2025

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*Sherborne Prep School is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo children protection screening, including reference checks with previous employers and a criminal record check with the DBS.*

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|-----------------------|--|
| <b>Job Title:</b>     | <b>Nursery/Teaching Assistant (Maternity Cover (Fixed Term))<br/>Maternity Cover – Fixed Term from 6 January 2025 to 4 July 2025</b>   |
| <b>Location:</b>      | Sherborne Prep School  |
| <b>Line Manager:</b>  | Head of Pre-Prep, Sherborne Prep   |
| <b>Hours of Work:</b> | <p>The postholder is required to work 24.5 hours per week Term time only. Working hours are likely to be:</p> <p>12.00pm to 5.00pm on Tuesday and Thursday (no breaks)<br/>8.00am to 4.00pm on Wednesday (less 30 minutes unpaid break)<br/>9.30am to 5.00pm on Friday (less 30 minutes unpaid break)</p> <p>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.</p> |
| <b>Salary:</b>        | <p>The postholder will be paid a pro rata salary of £13,230.34 per annum (£13.99 per hour). Salaries are usually reviewed annually in September. Salaries are paid monthly in arrears direct into your nominated UK bank account. If you have been overpaid by mistake either as a one-off or over a prolonged period, Sherborne School has the right to reclaim the overpayment from you. You will be notified in advance before any deductions are made from your salary.</p>  |

**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.

**Medical Self**

**Declaration:** Any offer of appointment will be conditional upon the provision of a self-declaration of physical and mental fitness to carry out the responsibilities of the role.

**References/Police**

**Check:** As Sherborne Preparatory School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your last employer.

**Postholder's**

**Responsibility:** You share with all School 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 Safeguarding Policy. 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 Officer).

**The Role**

Sherborne Prep School seeks to appoint an outstanding 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 team has pastoral and academic responsibility for all children in the nursery setting and will develop supportive and connected relationships with parents and colleagues.

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- 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.
- Main areas of responsibility
- Contributing to the quality of care and welfare of pupils by:
- Ensuring that education in the Nursery is well planned aligned with the EYFS framework and adequately resourced.
- Ensuring that lessons are well prepared, efficiently resourced and appropriate to provide learning opportunities that meet the needs of the ability range in the Nursery
- Embedding the EYFS curriculum throughout the Nursery
- Implementing high standards and active learning across the Early Years curriculum.
- Planning and supporting children's activities e.g., by listening and talking with children, leading activities which encompass all areas of the EYFS framework
- Taking responsibility for the pastoral care and academic progress of Nursery pupils
- Inspiring pupils with enthusiasm and a love of learning
- Having a sound knowledge of the requirements of the Early Years curriculum
- Encouraging children's oral language development through relevant questioning and personal interaction
- 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 behaviour
- Assisting in supervising children during playtimes, lunchtimes and in after school clubs
- Supporting children within and outside the school, e.g., on educational trips, swimming lessons, 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 children's 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

**Skills and qualifications**

- Relevant experience of working with EYFS children
- NVQ Level 3 or equivalent in childcare
- Kind, calm and caring
- Ability to work in a team
- An excellent communicator
- Enthusiasm, willingness and a great sense of humor
- Pediatric First Aid qualification desirable, although not essential

**Training Requirement for Nursery Assistant – this list is not exhaustive and the postholder 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             | Before employment commences                        | As Required                  |
| Emergency First Aid Training (if required within the Department) | Within the first week of employment                | As Required                  |
| GDPR   | 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                  |
| Display Screen Equipment (DSE) User                              | Within the first week of employment                | As Required                  |
| Induction training with Line Manager                             | To take place over the first 1 month of employment |                              |

## **METHOD OF APPLICATION**

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

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 9 December 2024**

**Interviews likely to take place:** **Thursday 12 December 2024**

*Early applications are strongly encouraged as we would like to secure the right appointment as soon as possible. Sherborne School reserves the right to interview candidates as applications are received.*

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

**Anticipated start date:** **Thursday 2 January 2025**