



THE ORATORY PREP SCHOOL

Curiosity | Kindness | Wisdom

**Nursery Administrator
(Maternity Cover)**

www.oratoryprep.co.uk



THE ORATORY
PREP SCHOOL

Why The Oratory Prep School?

- We were rated 'Excellent' in our recent ISI Inspection (December 2021).
- Our reputable Scholarship Programme and dynamic Leadership Programme help secure consistently high grades and impressive scholarship awards to some of the country's top senior schools.
- Our excellent pastoral support, with an emphasis on Catholic values, is central to all aspects of school life.
- We focus on outdoor learning, including Forest School for all years.
- We offer outstanding Performing Arts opportunities through LAMDA from Year 1, instrument and vocal tuition and musical and drama productions.
- Boarding is an integral part of school life, providing full, weekly and flexi-boarding for children in Year 3 upwards.
- Our high calibre sports coaching and outstanding facilities include a learner pool, a 25 metre heated indoor swimming pool, a full size 3G pitch, 4 tennis courts and multiple pitches.
- Our action-packed Activity Programmes offer activities ranging from Fencing to Cookery alongside a diverse Saturday Activity Programme offering orienteering to beekeeping.





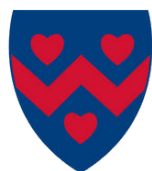
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Advert: Nursery Administrator (Maternity Cover)

From June 2024, we are looking for an administrator to join the team in Little Oaks, our Outstanding Nursery. Due to our Little Oaks Manager leaving to go on Maternity leave, our Deputy Manager will be stepping up, but this provides us with the need for administrative support to cover the maternity absence.

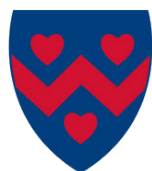
Whilst experience in Nurseries and schools would be an advantage, we are looking for those who can bring their administrative experience to support the running of Little Oaks and to ensure that the customer and consumer experience is of high-quality and allows our children to be happy and make progress emotionally, socially and academically.

If you would like to speak to the Little Oaks Manager, please email b.trythall@oratoryprep.co.uk. Applications should be submitted to humanresources@oratoryprep.co.uk.



Details About The Post: Nursery Administrator (Maternity Cover)

Salary and Benefits	<ul style="list-style-type: none">• £18,000• Continuing Professional Development (CPD)• Pension with Scottish Widows• Perkbox - rewards and benefits platform• Swimming sessions in the school pool (free)• Free lunch during working hours• Generous pro-rata fee remission
Type of post	Part time, Maternity Cover
Safeguarding of pupils	The Oratory Prep School is committed to safeguarding children and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. We will ensure that all of our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced DBS checks and, in line with safer recruitment policies, we may undertake a social media check.
Expected Start Date	Monday 3rd June 2024
Working Hours	8am-5pm, 3 days a week, All year round
Equal Opportunities	<p>Rationale: The Oratory Prep School is committed to equal opportunities for all pupils and staff, regardless of race, gender, age, physical disability, political or religious affiliations or marital status, and this is fundamental to the ethos of the school.</p> <p>Purpose</p> <ul style="list-style-type: none">• To provide an environment in which all pupils feel equally valued and have equivalent opportunities as others, regardless of race, gender, age or physical disability, in all areas of the curriculum.• To ensure that there is an equal opportunity for employment development and promotion for all staff and that they are not discriminated against on grounds of race, gender, age, physical disability, marital status, religion or politics. <p>Guidelines</p> <ul style="list-style-type: none">• Recruitment, development and promotion of staff will be based solely on the criteria of merit and ability and suitability for the job.• No job application or employee will receive less favourable treatment on the grounds of gender, race, ethnic or national origin, marital status, domestic circumstances, age, sexuality, disability, political or trade union activity or religious beliefs.
Key Dates	<ul style="list-style-type: none">• Closing Date: Monday 15th April, Midday• Interview Day: Monday 22nd April <p>*Please note that The OPS reserves the right to interview candidates before the closing date</p>



Person Specification: Nursery Administrator (Maternity Cover)

	Essential	Desirable
Education, Experience, and Qualifications	<ul style="list-style-type: none">• Level 2 (GCSE A*-C) or equivalent in English and Maths• Relevant qualifications or significant experience	<ul style="list-style-type: none">• Experience of working in a nursery and school• EYFS experience
Personal and Professional Qualities	<ul style="list-style-type: none">• Office Management• Ability to communicate confidently and effectively at all levels e.g. Leadership team, staff• High level IT skills Personable and approachable• Able to cope with varied pressures and work to deadlines• Understanding of, and ability to comply with the requirements of safeguarding/Child Protection (training will be provided)	



Job Description: Nursery Administrator (Maternity Cover)

We are looking to appoint a Maternity cover Nursery administrator who will assist in the running and management of Little Oaks, our 2 year old to Pre Reception provision. Candidates must have excellent IT and communication skills and a passion for supporting children in education, be enthusiastic and motivated.

This is a part time, year round role, 3 days a week (days to be discussed at interview), 8am-5pm.

Requirements: EYFS knowledge desired. Please note that this is a maternity cover role.

Key Areas of Responsibility

Leadership and Management

- To work in partnership and fully support the Head of Early Years, Head of Pre-Prep and the Headmaster in the implementation of school policies and practices
- To support others in developing professionally, both formally and informally
- To support the Head of Pre-Prep in the performance management of staff in the EYFS
- To ensure own continuing professional development including attending training opportunities
- To organise the day to day running of Little Oaks, including the efficient management of school resources

Pastoral Care

- To help promote and safeguard the welfare of all children
- Ensure that a high standard of care and good order for all children is maintained

Communication and Community Links

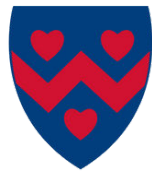
- To fully support the life and work of the school
- To develop and maintain positive and effective professional relationships with colleagues and parents
- To provide information to Bellevue to enable it to meet its responsibilities
- To oversee the continued high standards of delivery of the Early Years curriculum in Nursery, Kindergarten and Pre Reception.



Job Description: Nursery Administrator (Maternity Cover)

General duties

- Keeping Staff rotas and children's registers up to date
- Arranging staff sickness cover
- Communicating with staff regarding annual leave
- Communicating with parents
- Overseeing apprenticeships
- Liaising with the registrar
- Supervision meetings with staff every half term/term
- Inductions for new staff
- Up to date with staff training logs
- Organise trips and visits
- Liaising with room leaders
- Office management
- Liaise with Kitchen and nurses
- Updating external boards
- Proofreading reports
- To be an excellent role model for all staff
- To assist the room leaders in leading the EYFS team in the delivery of a creative and stimulating curriculum
- To help to ensure that all the children in the EYFS are able to learn and achieve to the best of their ability
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team.



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Find Out More About Our School

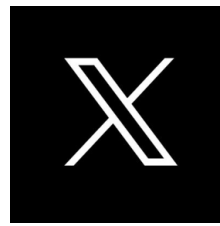
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The Oratory
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@oratoryprepschool



@OPS_OratoryPrep



The Oratory
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Take our Virtual Tour



"The staff are experts. I leave my children knowing that they will be stretched, supported and developed in every way possible. We consider ourselves very lucky to have found The Oratory Prep School and look forward to many more years of being part of such a caring and nurturing community." Current Parent.

The Oratory Prep School, Goring Heath, South Oxfordshire
RG8 7SF

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