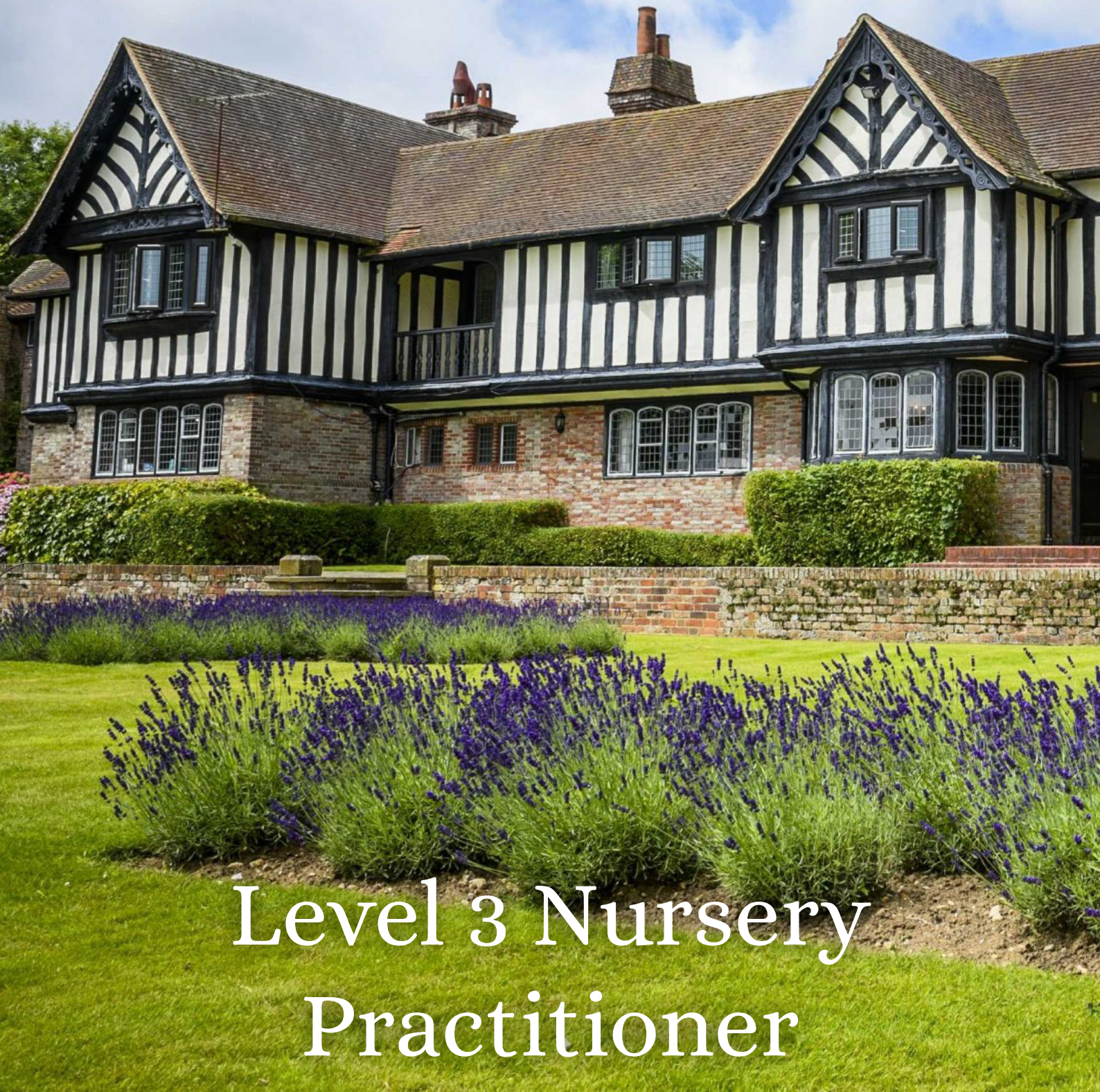


— Est. 1859 —

THE ORATORY PREP SCHOOL

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Level 3 Nursery Practitioner

Letter to Candidates

Dear Candidate,

Thank you for your interest in the role of Level 3 Nursery Practitioner at The Oratory Prep School. This is a fantastic opportunity to join a dedicated and talented team during an exciting time for the school.

The Oratory Prep School is a co-educational day and boarding school for children aged 2 to 13. Set in 65 acres of beautiful Oxfordshire countryside, we offer an enriched education that blends tradition with innovation. As part of the Bellevue Education group, we are committed to high standards, outstanding teaching, and helping every child thrive.

We're looking for an enthusiastic, motivated professional to support our finance and commercial operations. In return, you'll join a warm, supportive school community where curiosity, confidence and kindness are nurtured.

To apply, please send a covering letter along with a completed application form to humanresources@oratoryprep.co.uk.

Your application should include a short statement explaining why you're interested in the role how you meet the Job Description and Person Specification

We will seek references for all candidates and we may interview early, so please don't wait to apply. If you would like to speak to us before applying, we'd be happy to hear from you.

Mr William May
Headmaster



Why The Oratory Prep School?

Welcome to The Oratory Prep School. We're a busy, happy school where children are at the centre of everything. With 65 acres of space and outstanding facilities, there's room to run, think, create and grow.

We believe in setting high standards, but always with the right support. Pupils are known and encouraged as individuals and learning at The Oratory Prep School is purposeful, challenging and fun. From the classroom to the stage, the forest to the sports pitch, we want children to enjoy school and feel proud of what they achieve. They leave us confident, curious and ready for what's next.

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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.

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Job Advert

Level 3 Nursery Practitioners are responsible for the day to day support, care and education of the children in the Little Oaks Nursery provision, ranging in ages from 2 to 4. Little Oaks is the Nursery provision for the OPS, which aims to provide the best possible education for its pupils, and staff are expected to maintain a very high standard. There are strong links and support from the Head of Early Years, Head of Junior Prep and the Senior Leadership Team. This role will report to the Nursery Manager.

There must be a willingness to contribute fully to the life of Little Oaks and the wider Junior Prep community.

Job Description:

- Provide appropriate care and supervision of the children at all times.
- Promote a happy and welcoming atmosphere for children, parents, staff and visitors.
- Be responsible for assisting with a group of children, ensuring their personal and development needs are met.
- Adhere to all policies and procedures at all times.
- Work with the Nursery Manager and Head of Early Years to ensure consistency across the classes in the EYFS framework, and policies.
- The ability to interact with children to impact on their teaching and learning.
- To be flexible with the working practices of Little Oaks. Be prepared to help when other areas of the department are short staffed or with domestic duties or other duties as specified by the Nursery Manager or Head of Junior Prep.
- To ensure that children are safe in the Nursery environment.
- Liaise with the Head of Early Years to ensure smooth transition for the children moving from Kindergarten to Reception.
- Attend INSET and Full staff meetings when required.
- Undertake any other professional duties that may be reasonably assigned by the Nursery Manager e.g. school trips, end of term plays.
- Be proactive in matters relating to health and safety.

Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school.

Requirements

- NVQ Level 3 Early Years or equivalent - preferable.
- GCSE English & Mathematics or equivalent at grade A-C.
- Experience working with young children and/or in a nursery provision.
- Understanding of the EYFS framework - preferable.
- Excellent communication skills to deal with both colleagues and parents,
- A passion for supporting children in education, energetic, enthusiastic and motivated when working with 2 to 4 year olds.

Experience of working within a school setting would be an advantage but not essential as long as you have a willingness to learn. An understanding of school information systems such as iSAMS would also be useful but not essential.

Hours of Work

Full time role (40 hours per week across 4 days), all year round, covering shifts between 7:30am to 6:00pm Monday to Friday.

Benefits:

- Lunches are provided free of charge
- Continuing Professional Development (CPD)
- Pension with Scottish Widows
- Swimming sessions in the school pool (free)
- Pro-rata fee remission

Expected start date: Sept

Pay: £14.57 per hour



Equal Opportunities

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.

Purpose:

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.

Guidelines:

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.

Applications:

To apply, or for further information, please send a completed application form via email to humanresources@oratoryprep.co.uk

The Oratory Prep School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.





THE ORATORY
PREP SCHOOL