



THE ORATORY PREP SCHOOL

NURSERY ASSISTANTS - LITTLE OAKS

Would you like to work in an excellent nursery set within a truly inspiring setting?

Due to growing numbers, The Oratory Prep School is looking to appoint Nursery Assistants to join the outstanding team in Little Oaks (Nursery and Kindergarten).

The Oratory Prep School (OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Nursery Assistants will be 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. As part of an 'Excellent' Prep School (rated 'Excellent' in our most recent ISI Inspection, November 2021), the facilities and teaching really are fantastic and the parents benefit from the 'year-round provision'.

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.

These are full time roles (40 hours per week across 4 days), all year round, covering shifts between 7:15am to 6:00pm Monday to Friday. Both temporary and permanent roles available.

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

Main Duties:

1. Provide appropriate care and supervision of the children at all times.
2. Promote a happy and welcoming atmosphere for children, parents, staff and visitors.
3. Be responsible for assisting with a group of children, ensuring their personal and development needs are met.
4. Adhere to all policies and procedures at all times.
5. Work with the Nursery Manager and Head of Early Years to ensure consistency across the classes in the EYFS framework, and policies.
6. The ability to interact with children to impact on their teaching and learning.



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7. 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.
8. To ensure that children are safe in the Nursery environment.
9. Liaise with the Head of Early Years to ensure smooth transition for the children moving from Kindergarten to Reception.
10. Attend INSET and Full staff meetings when required.
11. Undertake any other professional duties that may be reasonably assigned by the Nursery Manager e.g. school trips, end of term plays.
12. Be proactive in matters relating to health and safety.

Requirements:

- NVQ Level 2/3 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.

Package:

Salary: £13.00 per hour (qualified), £11.50 (unqualified)

- CPD (including supporting qualification and other EYFS qualifications)
- 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
- Excellent children, parents and colleagues

Applications:

Please send your applications together with a covering letter to Human Resources, The Oratory Prep School via 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.