



CRICKLADE MANOR PREP SCHOOL AND NURSERY



Candidate Pack: Full Time / Part Time
Nursery Room Assistant

Challenge, Motivate and Prepare

Welcome from the Headmaster



Dear Candidates

Thank you for your interest in working in the Nursery at Cricklade Manor Prep. I hope that this information gives you a flavour both of the character of the school and of the opportunities available for the right candidate.

This is a very exciting time of expansion and investment for the school. Pupil numbers continue to increase year on year enabling us to invest in the school facilities, pupils and staff. It is this growth that has made the creation of this new and very important role possible.

We are looking for a dynamic and inspirational Nursery Room Assistant with a passion for delivering exceptional childcare. A positive attitude, a willingness to take on new challenges and a track record of being an excellent team player are the key personality traits that will enable the successful candidate to thrive at our school.

I believe that our outstanding team of staff is Cricklade Manor Prep's greatest asset, chosen and developed to provide the best possible learning opportunities for our children.

If you possess a level 3 qualification in Childcare we can offer flexible or part time hours.

I hope you are able to find all of the information you need within this brochure and on our website. If you require any further information, please don't hesitate to contact us.

Guy Barrett

Challenge, Motivate and Prepare

Our school's Vision, Values and Aims

Our School

Cricklade Manor Prep is a long-established Independent Prep School and Nursery located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Chippenham, Faringdon, Marlborough, Malmesbury and surrounding areas.

Cricklade Manor Prep educates boys and girls from age 2 to 11. At the end of their time at the school, pupils move on to a wide range of independent, grammar and maintained schools. The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate Nursery department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including Astro turf, grass pitches and a sports hall.

Our Vision and Values

Cricklade Manor Prep is an independent prep school that aims to provide a safe, happy environment in which children develop a love of learning and gain the confidence and capability to fulfil their potential. Everything we do as a school can be encompassed by our key values: Challenge, Motivate and Prepare.

Challenge:

Pupils develop their **initiative** and **resilience** to accept new challenges and **opportunities** allowing them to build high levels of **skill, knowledge** and **understanding**.

Motivate:

Pupils are **happy, enthusiastic** about learning and **contribute** to the school. They grow in **independence** and develop **self-discipline** and **decision-making skills** in a **safe environment**.

Prepare:

Pupils develop their **confidence** and **responsibility** whilst being **respectful** and **kind**. They can **communicate** effectively, **collaborate** with others and show **leadership** in their learning and in preparation for senior school.

Our School Aims

- Develop the academic, musical, creative, sporting and other talents of each boy and girl.
- Provide outstanding pastoral care in a secure, happy, nurturing environment, underpinned by principles of tolerance, kindness and respect.
- Create an outward-looking ethos, building links with parents and the local community.
- Prepare leavers for entry to senior schools at 11+.
- Enable leavers to be confident, capable, caring and independent minded.

Challenge, Motivate and Prepare

Wishford schools and staff benefits

Wishford Schools

Wishford Schools is a small, friendly group of nine independent schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving Heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

Wishford schools are an equal opportunities employer and welcome 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.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

Staff Benefits of working at CMP

- **Salary £11.00 per hour for a level 3 trained Nursery Assistant**
- Free Meals, snacks, fruit tea and coffee
- Free on-site parking
- 5 days of paid training (pro rata for part time)
- Company pension
- Bike to work scheme
- Staff referral bonus
- Employee Discount
- Possible assistance with transport
- Opportunities for personal development



Challenge, Motivate and Prepare

The Role and Key Responsibilities

The Role

- To support the Room Leader, delivering outstanding lessons following the Early Years Curriculum.
- To undertake break/lunchtime supervision duties as required.

Key Responsibilities

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- With support, follow the EYFS curriculum in order to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.
- To assist in preparing weekly, daily and termly plans with the Nursery Room Leader, in accordance with the schemes of work and to teach lessons, alongside the Nursery Room Leader, to pupils according to the prepared plans.
- To support in the evaluation of lessons retrospectively in order to inform future planning.
- To assist in any review of schemes of work.
- Once trained, support in the assessment and record pupils' progress, being responsible for a group of key children as well as keeping up to date and accurate learning journal files to share with parents/carers.

Skills and Aptitude

- To have a thorough working knowledge of the EYFS curriculum
- To have completed an Early Years Level 2 or 3 qualification.
- The ability to create a stimulating environment that motivates children to learn independently.
- Excellent communication skills and the ability to build relationships with pupils, parents and colleagues.
- Excellent planning, assessment, administration, time management skills.
- The ability to discreetly attend to young children's toileting needs.

Disposition

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- Ambitious, enthusiastic and committed.
- Drive and determination.
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils.
- Be able to take the initiative and able to take an idea and develop it through to completion.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.

Challenge, Motivate and Prepare

The Role and Key Responsibilities

Person Specification

The successful candidate will have the following skills, experience and qualities:

- To follow and support all school policies and procedures in a professional manner.
- Supportive attitude to help find strategies to promote learning in a sensitive manner.
- A 'can do' attitude and the willingness to work hard to get things done.
- A positive and child-centred approach.
- Commitment to the safety and welfare of all pupils.
- Strong team working skills with a high degree of self-confidence, personal energy and dynamism.
- Personal warmth, good rapport with pupils, colleagues and parents.
- Excellent organisational skills and ability to work effectively under pressure.
- The ability to use ICT equipment with confidence.
- Good written and spoken English.
- Excellent time management skills.
- Flexibility and willingness to be involved in School life.

Challenge, Motivate and Prepare

Application process

Application process

Applicants should complete the school's application form and submit this by email to Anna Hill, at anna.hill@cricklademanor.com.

There is no need to send us a CV or letter of application as all details are on the application form. However, particular attention will be given to any relevant experience and your personal statement in Section 7 that should include information about your reasons for applying and how you are suitable for the role.

Qualifications

- Level 3 in EYFS Childcare
- English & Math at Level 4 or above (or ability to complete)

Key Dates

Applications should arrive no later than 9am on Friday 10th November 2023. Interviews TBC.

We reserve the right to close the vacancy prior to the application deadline/closing date, should a suitable candidate be found. Prompt application is encouraged.

Visits to the school prior to application are welcome.

Safeguarding

Cricklade Manor Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



Challenge, Motivate and Prepare