



SHERBORNE PREP

Sherborne Prep School is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

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.

Job Description

Job Title: Nursery Assistant, part time, permanent

Location: Sherborne Prep School

Reporting to: Head of Pre-Prep, Sherborne Prep

Hours of Work: 24 hours per week Monday to Friday. Hours of work are likely to be:
12.00pm to 5.00pm on Tuesdays and Thursdays
8.00am to 5.00pm Wednesdays (less 30-minute unpaid break)
11:30am to 5.00pm Fridays

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.

Salary: Up to £12,960.34 per annum, which equates to £13.99 per hour. Remuneration includes payment for 33 working weeks plus 5.6 weeks paid holiday entitlement. 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.

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.

Pension: The postholder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).

Probationary Period:	In accordance with School policy, all appointments are subject to a six-month probationary period.
Medical Self Declaration:	The offer of appointment at Sherborne Prep School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.
DBS Disclosure (Police Check)/References:	As Sherborne Prep School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.
Postholder's Responsibility:	You share with all 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 Child Protection Policy Statement. 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 Officers).

The Role

Sherborne Prep School seeks to appoint an experienced 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 Assistant has pastoral and academic responsibility for all children, alongside the other staff working in the nursery setting and will develop supportive and connected relationships with parents and colleagues.

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:

- 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 behavior
- Assisting in supervising children during playtimes, lunchtimes and in after school clubs
- Supporting children within and outside the school, e.g., on educational trips, 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 childrens 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 2 or 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 humour
- A good level of computer skills
- Pediatric First Aid qualification desirable, although not essential

These duties are not intended to be comprehensive and other tasks and projects will be undertaken at the direction of the Head of Pre-Prep (Sherborne Prep).

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

Training	To be completed by	Frequency of training
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
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

Closing date for applications:

2.00pm on Monday 14 July 2025

Interviews are likely to take place:

Wednesday 23 July 2025

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

Anticipated start date:

Thursday 28 August 2025