

NOTRE  
DAME  
SCHOOL



# EARLY YEARS EDUCATOR (NURSERY ASSISTANT)

Candidate Information Pack

Full-Time, All Year Round  
Required ASAP



## Our School

Notre Dame is an independent Catholic Day School set in 26 acres of beautiful, rural Surrey parkland. We warmly welcome families of all faiths and none.

At Notre Dame School, we are unashamedly holistic, and our 700 students from aged 2-18 are at the centre of everything we do. We focus on **Happiness and Success** – in that order. We are profoundly committed to this educational philosophy and through it we fulfil our aim of providing an exemplary **all-around education**. The academic, creative, physical, moral and intellectual challenges expected in all good schools, complete with state-of-the-art facilities, are balanced with fun and laughter and a trusting and compassionate atmosphere which enables everyone in our community to be the best possible versions of themselves.

For more than 400 years, pastoral care has been embedded at the heart of our approach to education. This is not at the expense of academic rigour. Rather, it forms the bedrock on which academic excellence is built: happy, comfortable and secure children and young women make confident and successful learners. All our students, from the smallest to our Sixth Formers, have access to our wonderful grounds and on-site facilities – all-weather sports pitches, indoor swimming pool, professional theatre, gymnasium, sports hall, music rooms, dedicated science laboratories, libraries and woodland Forest School.

**Notre Dame School is proud to have been shortlisted for the TES Independent Senior School of the Year Award 2023.**



*“Accompanying young people in their efforts to build their lives for today and tomorrow.”*





## Heritage & Ethos

The Company of Mary Our Lady was founded in Bordeaux in 1607 by **St Jeanne de Lestonnac** to educate girls of all faiths and is the oldest recognised educational order in the world. Today there are more than 300 CoMOL schools, educational foundations and projects across 26 countries.

### **Notre Dame School is the only one in the UK.**

Our foundress, St Jeanne de Lestonnac, a mother of 5 children, was a progressive and dedicated educator. She grew up in an intellectual and cultured family and was exposed to many different religious and philosophical perspectives. **Her forward-thinking approach to education is as fresh and modern today**, and we strive to live up to her indomitable spirit and drive and remain committed to her mission statement:

“*No one is educated in isolation; it is the whole community that educates.*”

**St Jeanne de Lestonnac – Foundress**



“

Pupils display genuine  
kindness and respect  
for one another.



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The Role

**Position Title**

**Early Years  
Educator**

**Reporting to**

**Head of Early  
Years**

**The function of the post**

To support and assist in the smooth running and care of our Nursery students.

Maintain a pro-active attitude and provide excellent service at all times, taking an active and pastoral role within the Nursery Team.

# Main Duties & Responsibilities

## Main Duties

- To be a member of the nursery staff during term time and holiday periods
- To be a key person for a group of children.
- To maintain good relationships with children and their parents/guardians.
- To refer and discuss any parental concerns with the Head of Early Years
- To help the children dress and undress for PE and Games lessons, outdoor play and Forest School.
- To contribute to profiles/learning journals for all pupils within the setting
- To partake in lunch with the children in the School Dining room/classroom and be aware of all dietary requirements pertaining to allergies. (Level 2 food handling course offered)
- To set up, clear and clean art and craft materials.
- Ensure the classroom is left tidy at the end of each session and to report any damage to the Head of Early Years.
- Preparing drinks and snacks for children, training them in appropriate table manners and clearing up afterwards.
- To prepare artwork for display on boards and prepare display boards.
- To file and paste work into children's workbooks/files.
- To take children to the toilet and change them when necessary.
- Keeping up to date with all policy documents and adhering to them.
- To complete learning observations in accordance with statutory requirements and update learning journals.
- To work with and support groups of children or an individual child in all areas of the EYFS curriculum, relating back to pupil profiles or to the relevant teacher at the end of the activity.
- To encourage children to persevere to reach the end of an activity.
- To encourage children to take ownership of their own activities by allowing them to make their own decisions and use their own creativity
- To undertake any reasonable task asked of them by the Senior Leadership Team or the Head of Early Years.

# The Person

## Personal Characteristics

- Educated to GCSE standard or equivalent, particularly Maths and English language
- Hold a minimum NVQ Level 3 in Childcare & Education qualification or equivalent
- A minimum of 12 months experience of working in a similar role
- Good communication and listening skills.
- Good organisational skills.
- Creative flair.
- Evidence of experience of working successfully with and understanding of Pre-Prep School aged children.
- IT Skills
- Proactive.
- Motivated
- A positive and caring personality.
- A love of working with young children.
- The ability to work as part of a team.

## Health and Safety

All employees have a legal duty to ensure the safety of themselves and all the pupils and staff within the school as detailed in the Health and Safety at Work Act 1974.

## Data Protection

All employees should familiarise themselves with and follow the Data Protection guidelines and practices.

## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.*

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*“The School is highly successful in meeting its aim of preparing young people for their role as responsible citizens of the wider world.”*



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## Benefits of Service

### Hours of work

Full time – 37.5 Hours per week

All Year Round

Flexible hours between 07:00-18:00

Rotas can change during Out of Term Time

### Remuneration

NJC 24-26

£27,691.82 to

£29,501.75

FTE

### Benefits

The School has high expectations of its staff and therefore looks to reward them with a competitive salary scale and beneficial conditions of service.

- There is an extensive induction programme for all new colleagues, and ongoing professional development is encouraged
- Staff development programme
- Staff wellbeing programme, including 2 paid well-being sessions each year
- Financial contribution to eye tests and glasses for eligible staff
- Employee Assistance programme – counselling, financial advice etc.
- Staff discount on School fees after six months continuous service
- Free lunch during term time
- Free coffee/tea during term time
- Free use of the School's leisure and sporting facilities, including a heated indoor pool
- Commute by school coaches during term time, subject to availability
- Employee Referral Bonus Schemes
- Electric Car Charging
- Free parking
- School nurse during term time



## Selection Process

Shortlisted candidates will be interviewed by a recruitment panel including members of the Senior Leadership Team and members of HR. Candidates will be required to undertake a task related to the role applied for and be given a tour of the school. Please note that before making an application for any vacancy listed, you should familiarise yourself with our **Recruitment Privacy Notice, Safeguarding Policy, Safer Recruitment Policy, Keeping Children Safe in Education and Equal Opportunities Policy** which are available at:

**[notredame.careers.eteach.com](http://notredame.careers.eteach.com)**

Notre Dame School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online checks prior to appointment and the Disclosure and Barring Service.

The School is an equal opportunities employer and is fully committed to a policy of treating all employees and job applicants equally and does not discriminate on the grounds of race, physical or mental disability, national origin, colour, family status, gender, religion, sexual orientation, age or any other characteristic protected by law.

**For any queries, please contact HR at [recruitment@notredame.co.uk](mailto:recruitment@notredame.co.uk) or call 01932 589480.**

### Apply Now:

**Please complete the online application form available on our career site on eTeach:**

[www.eteach.com/careers notredame-co/#/](http://www.eteach.com/careers/notredame-co/#/)

### Closing Date

**As successful candidates are sourced and apply.**

**We reserve the right to interview, as suitable candidates are sourced**

### Start Date

**ASAP**