



St. Mary's Preparatory School
A love of learning for life

Early Years Practitioner

Candidate Pack



Overview

We are seeking an enthusiastic Early Years Practitioner to join our friendly Nursery team. You should be experienced in planning inspiring activities for children aged 2-4 to explore and enjoy. The role is full time, year round role.

The successful candidate will have a Level 3 in Early Years Education.

The successful candidates will be able to demonstrate a track record of high-quality teaching and supporting children within the Early Years Foundation Stage. We invite applications from experienced candidates to contribute further to standards of excellence, who love children and aspire to work in a happy and fulfilling environment.

In the near future, we are opening the nursery up to the under 2 age group.

Early Years Practitioners report to the Nursery Manager.

Hours, Salary & Benefits

Hours: 40 hours per week, year-round. Permanent role. 8am - 5:00pm

Salary: Starting £13.10 ph / £27,248.00 pa based on skills and experience

Benefits:

- Means tested staff discount
- 5% employer pension
- Complementary lunch during term time cooked on site by our inhouse chefs
- 25 days paid holiday + bank holidays
- Access to the group's counselling scheme
- Personal accident at work cover
- Shopping discount card
- Access to fully funded apprenticeships
- Discretionary Christmas stand down
- Opportunities for career development within the Wishford group of schools

Application & Important Info

Applicants should complete the school's application form, which can be found [here](#), and submitted to the email on the form.

We only accept applications on The Wishford Education application form and the application should be accompanied by a covering letter, addressed to the Headteacher Mr Stephen Blundell, of no more than one page. Please do not send a CV.

The application is on a rolling basis, and interviews will take place at a time that is suitable for both you as the candidate and the School. We reserve the right to close the process at any time should a suitable candidate be found.

St Mary's 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 and an online search on application.

Wishford Education is an equal opportunities employer and welcomes 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.

If you have any queries or would like further information, please do not hesitate to contact the School at info@stmarysprep.co.uk or on 01491 573118.

If you need any adjustments for the application or interview process please contact HR@Wishford.co.uk



Job Description

Your main responsibilities will be:

- To have due regard for the education of all pupils in the nursery in accordance with the aims, objectives and values.
- To provide pastoral care as an integral part of performing duties as an Early Years Practitioner.
- To share in the corporate responsibility for the wellbeing and control of all pupils in the nursery.
- To follow the policies for the smooth running of the school as laid down in the Staff Handbook.
- To plan lessons effectively in accordance with the school's Schemes of Work and Programmes of Study.
- To teach in as exciting and stimulating a way as possible in order to inculcate a love of learning and of school, at the same time having high expectations of pupils and their performance.
- To keep up to date with assessment, record keeping and reporting.
- To attend relevant courses and stay abreast of developments in education in general and personal area of expertise in particular.
- To be supportive of, all events taking place within the school.
- To be part of the Early Years team, planning and implementing activities, delivering effective teaching and learning.
- To be committed to safeguarding children and want to make a difference to improving all children's learning outcomes; encouraging confident and independent learners.
- To establish positive partnerships with parents, ensuring a cohesive approach to their child's welfare and progression.

Person Specification

The successful candidate will have a Level 3 in Early Years Education.

- Experience of working in a nursery.
- Evidence of a commitment to continuing professional development.
- Knowledge & Understanding
- Demonstrates an enthusiasm and passion for teaching and working with children in EYFS.
- Ability to monitor, assess, record and report pupil's progress.

Skills & Aptitudes

- Ability to create a happy, challenging and effective learning environment.
- Be able to develop and maintain good professional relationships and contribute positively to all aspects of School life.
- Be able to motivate and inspire pupils.
- Excellent communication skills, in verbal and written form
- Excellent organisational and time management skills.
- A good standard of written, oral and IT skills.

Disposition

- Professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration.
- Willingness to work throughout the school if needed.
- A positive and child-centred approach to teaching with the ability to inspire an enthusiasm for learning.
- Commitment to the safety and welfare of all pupils.
- A 'can do' attitude and willingness to work hard to get things done.
- Strong team working skills.
- Commitment to diversity and inclusion.
- High degrees 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.
- Appropriate levels of personal presentation.
- An understanding of, and commitment to, the School's ethos.
- Good sense of humour and the flexibility and
- Willingness to be involved in School life.



Our Mindsets

We go together

We are stronger together, as one global schools' system and operate with our collective goals in mind. We show up for one another, collaborate widely and share generously.

We believe we can

We are driven and passionate about what we do. Determined learners, we progress fast by facing challenges and empower others to do the same. We take ownership of our responsibilities and always believe there is a way.

We stay ahead

We embrace change to stay ahead, whilst maintaining high-standards and best practice. We anticipate the future, not afraid to do things differently, so both our students and our business thrive today and tomorrow.

We share a growth mindset

We always consider the needs and perspectives of others. We are open to new ideas and ways of working, connecting to wider perspectives wherever possible.

Wishford Education

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

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

St Mary's Prep & Nursery

Our Henley nursery is located on St Andrews Road and forms part of the evolving educational landscape in the town. During 2026 and 2027, this setting will join with a partner school at Bell Street, to form a new combined prep school across two sites.

The nursery currently caters for children aged 2–4+, grounded in EYFS practice. Over the coming year, the Nursery Manager will lead expansion to year-round provision and work towards day-nursery Ofsted registration allowing the nursery to offer care to babies from the age of three months.

We have been at the centre of education in Henley for almost 100 years, helping generations of children to learn in a stimulating and inspiring environment. Situated in the heart of the town in a beautiful Victorian townhouse, our vibrant co-ed prep school provides an outstanding education for children aged 3 – 11 years.

Proud of our reputation for delivering academic excellence – the attainment of St. Mary's pupils is above national age-related expectations in all subjects, and our more able pupils are challenged and stretched with a range of classroom work and additional activities.

Our pupils are well prepared to make the transition on to the next stage in their education, with children consistently receiving offers from their first choice of the most prestigious schools in the area, including scholarships and awards.

For more information please visit:

www.stmarysprep.co.uk