



St. Mary's Preparatory School

A love of learning for life



Early Years Practitioner

Candidate Pack

## Overview

We are seeking a passionate and dedicated Level 2 or 3 qualified Early Years Practitioner to join our dynamic team. The successful candidate will play a key role in supporting the learning and development of children aged 2 to 5 years, ensuring a safe, engaging, and inclusive environment. In addition to this, you will be responsible for running our Breakfast Club provision, and over school holidays, work in our holiday clubs, if not in nursery, either at St Mary's or at Rupert House School, both located in Henley-on-Thames.

When children join us in Nursery or our Reception Class, our priorities are to ensure they are happy and positive at school, and to nurture their natural curiosity about the world around them.

It can be easy to forget how exciting the world is when you're three or four, but one look at the delight on our pupils' faces as they learn and master new skills is a wonderful reminder. At St Mary's we aim to instil a love of learning for life in every one of our pupils, and it's essential to lay a strong foundation for this passion as children embark on the first steps of their educational journey.

## Hours, Salary & Benefits

**Hours:** Mon – Thurs, 4 days per week, 07:30 – 15:30. Full time position, permanent role.

Our nursery runs term time only, over school holiday periods, you will be required to work at holiday camps or the nursery at either St Mary's or Rupert House School, both located in Henley-on-Thames.

**Salary:** £20,966 - £21,798 pa / £12.60 - £13.10 ph

### 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 holiday
- 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

## 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](http://www.wishford.co.uk)

## St Mary's Prep

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](http://www.stmarysprep.co.uk)



## Job Description

- Plan and deliver age-appropriate, creative, and stimulating activities in line with the EYFS framework.
- Be responsible for running the before school provision – St Mary’s Breakfast Club
- Work as an Early Years Instructor at holiday camps at either St Mary’s Prep or Rupert House School over the school holiday periods.
- Observe, assess, and record children’s progress and development.
- Foster positive relationships with children, parents, and colleagues.
- Promote children’s independence, confidence, and well-being.
- Ensure the safeguarding and welfare of all children in your care.
- Maintain a clean, safe, and welcoming learning environment.
- Contribute to the planning and evaluation of the curriculum.
- Participate in staff meetings, training, and nursery events.

## Person Specification

- Level 2 or 3 qualification in Early Years Education or equivalent (essential).
- Previous experience working in a nursery or early years setting.
- Sound knowledge of the EYFS and child development.
- Excellent communication and interpersonal skills.
- A nurturing, patient, and enthusiastic approach.
- A commitment to safeguarding and promoting the welfare of children.
- Enhanced DBS check (or willingness to obtain one).

## Application & Important Information

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

Applications can be submitted via TES.

[Link here](#)

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@stmarys-henley.co.uk](mailto:info@stmarys-henley.co.uk) or on 01491 573118.

If you need any adjustments for the application or interview process please contact [HR@Wishford.co.uk](mailto:HR@Wishford.co.uk)

