



St Faith's  
PREP SCHOOL

EARLY YEARS EDUCATOR  
CANDIDATE PACK

## The School

From the street, all that is visible of St Faith's Prep is a handsome Victorian villa, but venture through the gates and you will discover a vibrant and exciting school, bursting with energy and the joy of learning.

St Faith's is an independent prep school and nursery for boys and girls aged two to eleven. Located in the village of Ash, we serve a broad catchment area covering much of East Kent, including Canterbury, Dover, Sandwich, Ramsgate, Herne Bay and all points in-between. With five acres of playgrounds, sports pitches, an all-weather court, swimming pool and distant views of the beautiful Kent countryside, the school and nursery offer extensive opportunities for outdoor play and learning.

Our happy, inquisitive children enjoy discovering the wonders of the world around them. Class sizes are kept small, allowing the school to provide individually tailored learning to ensure that each pupil achieves his or her potential. As a result, despite being non-selective, we have an outstanding record of success in the Kent Test, with a high percentage of our Year 6 leavers typically securing places at the local grammar schools. A good number of our talented Year 6 pupils also gain major scholarships to local Independent Senior Schools.

At St Faith's, pupils benefit from a broad and exciting curriculum in a safe and nurturing environment. On completing their time at the school, pupils leave happy, confident and well prepared for the next stage of their education. Competitive sport is highly prized, and pupils regularly take part in football, netball, hockey, cricket, rounders and cross-country competitions. Last inspected by ISI in 2022, the school was found to be 'Excellent'.

For more information on St Faith's Prep, please visit: [www.stfaithsprep.com](http://www.stfaithsprep.com)

## Wishford Schools

Wishford Schools is a leading group of 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.

The group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

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 education, compliance, property, legal, HR, finance, and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## Background

An exciting opportunity has come up and we are seeking a manager for our very vibrant nursery. This will give the opportunity for an experienced leader to work at St Faith's, which provides a happy and caring environment producing children who care deeply about one another and their school community. The school and nursery has expanded significantly since joining the Wishford Group.

Safeguarding and Pastoral care for each and every child is paramount in the thoughts and actions of all staff with the ultimate aim of ensuring that everyone is valued, and their many contributions appreciated. There is a culture of reward and praise in the school and, as a result, academic, sporting and musical standards are important. The quality of behaviour and work ethic is also high in the classrooms resulting in children aspiring to great things. Competition is important in all aspects of the curriculum and we compete locally, regionally and nationally in many disciplines including spelling, essay writing, drama, Lego and maths to mention but a few. At St Faith's happy children openly display a love for learning and an enthusiasm for the school day.



## The Opportunity

We are seeking to appoint an energetic and enthusiastic Early Years Educator to join a supportive, caring and professional team. Our nursery operates a year-round provision for children aged 2 to 4 years old.

The successful candidate 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.

Vacancies are commencing as soon as possible.

## Hours of Work and Remuneration

This role is a year-round position of 24 hours per week to be worked flexibly between 08:00 and 17:30 Tuesday to Thursday. 15 days holiday.

**Salary: £14,976 per annum.**

## Staff Benefits

- Pension contribution
- Induction, support and personal development including CPD
- Fee remission (means-tested)
- Complimentary lunches and refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

## Application Process

To apply for this position, please complete an application form and return it to HR@wishford.co.uk. The application form may be accompanied by a covering letter of no more than one page.

Closing date: Monday 29th April 24 at 9am.  
Interviews to be held W/C 6th May 2024

You can also apply by following [this link to TES](#).

## Important Information

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 will not be possible prior to application but shortlisted candidates will be offered a tour of the school as part of the selection process.

St Faith's Prep School 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.

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.



## Job Description

### Purpose of the job

To provide high standards of care and education for all children attending the nursery whilst adhering to all policies & procedures.

### Relationships

The post holder is directly responsible to the Headteacher and the Nursery Manager and works closely with other Early Years staff.

### Main Responsibilities and Tasks

- 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 Educator.
  - 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

### Qualifications

Early Years Educator (level 3 or above), or willingness to complete.

### Experience

- 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.

