



HOLMEWOOD HOUSE SCHOOL

Barrow Lane, Langton Green, Tunbridge Wells, Kent, TN3 0EB
Telephone: 01892 860000 Website: www.holmewoodhouse.co.uk



Nursery Assistant

About Holmewood House School

Holmewood House is a well-established independent Prep School of 450 pupils aged 3-13 years, set amidst 32 acres of the most beautiful Kent countryside, just outside Tunbridge Wells. The School is a happy and supportive working environment, where we pride ourselves on the exceptional provision for our pupils and staff in all areas.

Holmewood House provides a broad, well-balanced curriculum with outstanding teachers in what is very much a family school where the positive relationships between the teachers and children allows staff to get to know and understand the individual needs of each and every child. They foster their talents and nurture their growth through a challenging and exciting curriculum.

The school wholeheartedly believes that emotional and social [well-being](#), self-esteem, happiness and confidence are of prime importance and are in themselves inextricably linked to academic progress. Staff are excited by the curiosity and thirst for learning that each child, regardless of their ability, naturally displays. They work hard to allow each child to ask why, to query and to have the time to develop their thoughts into fresh discoveries and innovations

and, in doing so, overcome the challenges faced. The end result is the celebration of learning – a reward in its own right!

The wonderful environment and [outstanding facilities](#) provide a strong framework upon which the ethos of ‘allowing children to be children’ can be achieved. Childhood is full of exciting new experiences which, parents and teachers relive, through the eyes and laughter of the children.

The relationship between home and school is of fundamental importance in ensuring every child is surrounded by the love, care and guidance which they require as they make their way through their educational journey. In short, the partnership allows the children to enjoy the most important journey of all: childhood.

Commitment to safeguarding

Holmewood House is committed to promoting and safeguarding the welfare of children and all staff, volunteers and other third parties are expected to share this commitment. The school adopts a rigorous safer recruitment process which is adhered to in the appointment of all new members of staff. As part of the safer recruitment process, all applicants must be willing to undergo child protection screening appropriate to the post including, but not limited to, checks with past employers and an enhanced Disclosure and Barring Service (DBS) check.

The role

This full-time position offers the opportunity for a **qualified Nursery assistant at NVQ Level 3 or equivalent** to join our strong and successful Pre-Prep Nursery team and work alongside enthusiastic and dynamic colleagues. You will be required to ensure all children have the opportunity to engage in the Early Years curriculum according to the school’s requirements. Within the school day, it is fundamental that you facilitate opportunities for children to experience successful learning of knowledge and abilities, including ‘soft’ skills. The ideal candidate will be passionate about education and the EYFS and will have an ability to connect with pupils to create positive and trusting relationships. We are looking for an individual who will uphold the school’s key three values; Aspiration, Self- belief and Kindness. Experience and a passion for outdoor education would be beneficial.

There is potential for further career development in this role in the future.

Holmewood House Pre-Prep is a co-educational, comprising of an Early Years department and Key Stage 1 department. Our Early Years department comprises of A Pre-Nursery for rising 3s, a Nursery Unit for 3 to 4s and three Reception forms.

More details of our school can be found on our website: www.holmewoodhouse.co.uk

This role reports to the Head of Holmewood House Pre Prep and Head of EYFS.

Key responsibilities

To carry out the duties of a Nursery Assistant as circumstances may require and in accordance with the school's policies under the direction of the Head of Holmewood House Pre-Prep and Head of EYFS.

Teaching and learning

- To assist in the educational and social development of pupils under the direction of the Nursery Lead, Head of Learning Strategies, Head of EYFS, Head of Pre-Prep and Head Teacher of Holmewood House.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To share the responsibility for pastoral care of the children.
- To attend relevant staff meetings and participate in Continuing Professional Development (CPD) as identified in appraisal and annual reviews.
- To assist with cover for absent colleagues as directed by the Head of Pre-Prep and Head of EYFS.
- To promote good relationships between staff and parents.
- To establish and maintain a positive regard towards pupils.
- To fulfil the role of Nursery Assistant and contribute to the monitoring and the needs of the children, including making observations on Tapestry.
- To keep abreast of current issues and attend training as necessary.
- Ensure your working practices are appropriate to meet ISI standards and requirements.
- To deliver intervention booster lessons or lead phonics groups when required.

Other requirements

- To contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Review days and events with partner schools.
- To take responsibility for own professional development and duties in relation to school policies and practices.
- To assist with the organisation of school trips and attend trips where required.
- To engage in the School appraisal system.
- To liaise effectively with parents and governors.
- Attend any required out of working hours activities e.g. training, staff meetings, parent evenings.
- To undertake After School Care duties or clubs as required.
- To undertake any duties or tasks as reasonably requested by the Head teacher of the Pre-Prep or the Head of Holmewood House.

Person specification

- To work, effectively as part of a team and be able to reflect on advice and suggestions made by colleagues and ensure sharing and effective usage of resources to the benefit of the school, department and pupils.
- To work under the direction of colleagues, as required across the school.
- Be pro-active and use own initiative where required.
- To display positive and professional communication skills with both staff and pupils.
- To be a positive role model towards the Holmewood House community.
- To support the aims, ethos and values of Holmewood House.
- The ability to inspire, motivate and support pupils and colleagues.
- To keep up to date with all Holmewood House policies and the Holmewood House Handbook.
- To set a good example in terms of punctuality and attendance.
- To be flexible in approach and support colleagues as required.
- Be able to exercise discretion and confidentiality at all times.
- Build positive rapport with pupils and personal warmth to gain the confidence of pupils staff and parents.
- To respect confidentiality within the Pre-Prep and the Holmewood House community.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. Employees will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.

Salary

£23,093 per annum dependent upon qualifications and experience.

Pension & School Benefits

The successful candidate will be offered a range of benefits including a generous employer contributory pension, free parking, term-time working and free lunch/refreshments.

Hours of work

This is a full time role the hours of which are generally as follows:

- Monday, Tuesday, Thursday and Friday - 8am – 4pm inclusive of a 30 minute unpaid break each day.
- Wednesday 8am – 3.30pm inclusive of a 30 minute unpaid break.
- On one day a week excluding Wednesdays (the day to be agreed between both parties) you will be required to support our wrap around provision. On that day, your hours will be 8am to 5pm inclusive of a 30 minute unpaid break.

Totalling 38 hours per week whilst the school is in session including staff Inset and training days.

Start date

Monday 3rd March 2025.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role.

Safeguarding

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the School's Safeguarding policies at all times.

Application

If you wish to be considered for this role, please complete an application form, which can be found on our website at:

[Holmewood House Job Opportunities](#) and email to: recruitment@holmewoodhouse.co.uk

The closing date for applications is Friday 24th January 2025. Candidates should be available for interview week commencing 27th January 2025. However, we reserve the right to interview before this date. If you would like more information on the role or require a hard copy application form, please contact the HR manager at: recruitment@holmewoodhouse.co.uk.