

Stephen Perse

Foundation

A woman with long brown hair and red glasses is kneeling on a paved surface, smiling as she interacts with two young children. The children, a boy on the left and a girl on the right, are both wearing dark blue long-sleeved shirts and blue jeans. They are playing with several large, light-colored wooden blocks. The boy is leaning over a block, and the girl is standing and looking at the blocks. In the background, there is a wooden fence and some greenery. The scene is brightly lit, suggesting an outdoor setting during the day.

Nursery Assistant JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1818, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

Welcome from the Principal

Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan

Principal

Nursery Assistant JD & PS

Responsible to: Deputy Head of Early Years

Location: Dame Bradbury's Nursery, Saffron Walden

Role Description

The role exists to provide support to the nursery room leader and key workers in an important role caring for children and helping to maintain high quality, enabling environments. To assist in promoting effective learning, appropriate achievement and the educational, social and personal progress of all Early Years pupils, consistent with the aims of the school and unique needs of each individual.

Main Responsibilities

- Under the direction of the Nursery Room Leader, support key workers in their responsibilities for key groups of children
- Help contribute to the creation of a safe, welcoming and inclusive indoor and outdoor enabling environment for all children to develop and learn through play
- Understand the stages of young children's learning and development and the benefits of maximising time spent learning outdoors
- To support the room leader and key workers in keeping the nursery rooms and sleep areas clean and organised
- To support the room leader and key workers in ensuring meal times are safe and satisfying for all children
- To support the room leader and key workers in managing children's individual dietary and medical needs
- Contribute to planning and evaluation of high-quality provision and stimulating activities which meet individual needs and next steps
- Be reflective of practice and routines, working with the Nursery Room Leader in tailoring them to meet developmental stages of each child throughout the day
- To contribute to observations and assessments of individual children's learning and development and share observations via pupils online learning journey
- Help children develop effective learning characteristics to give them the tools they need for lifelong learning - confidence, resilience, self-motivation, enthusiasm, independence and



curiosity about the world

- Establish positive and effective relationships with staff, parents/carers
- Embrace digital learning, seeking support to enhance your skill level as required
- Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate

Safeguarding and promoting the welfare of the child

- Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be able to recognise when a child or young person is in danger or at risk of harm, and take action to protect him/her.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

Equalities

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.
- Develop own understanding of equality issues.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Undertake other duties as agreed with the leadership team.
- Build and maintain good working relationships with all Stephen Perse colleagues.

- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

Person Specification

	Essential	Desirable	Assessment Method
Qualifications		Paediatric First Aid	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Experience working with Early Years aged children	Experience of the outdoor education environment and enthusiasm to take learning outside Experience of using Tapestry An understanding of the Early Years Foundation stage framework	Application Form
Skills & Aptitudes	<p>Portray a high level of professionalism at all times</p> <p>An active listener and a good communicator with adults and children</p> <p>Work well within a team environment and enjoy a fast pace to the working day and varied range of tasks</p> <p>Flexible and willing to help with various activities</p> <p>To show a positive and proactive attitude</p> <p>Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required</p>	<p>Ability to support other staff in leading Continued Professional Development sessions using expertise</p> <p>Engagement with social media for professional purposes environment.</p>	Interview
Personal Attributes	<p>Professionalism and integrity</p> <p>Commitment to the ethos of the school</p> <p>Creativity and ability to adapt quickly to changes</p> <p>Dedication, enthusiasm and energy</p> <p>To be nurturing, caring and have a genuine interest in each individual child's wellbeing, development and early learning through soft play</p> <p>Be prepared to continually develop own skills and knowledge 'on the job' and through agreed professional development</p>		Interview

Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

40 hours per week, 4 days per week, 7:30-17:00/8:30-18:00 on a rota basis, Monday to Friday, 52 weeks a year.

Salary

£27,007 - £27,486 per annum.



Benefits

- Up to 24 days holiday plus bank holidays and up to 3 days for the Christmas closure (pro rata for part time)
- New starter bonus*
- Refer a friend bonus*
- Salary sacrifice tech and cycle to work schemes
- Rail season ticket loan / discount on Greater Anglia train travel
- Free lunch and refreshments provided
- Contributory pension scheme - matching up to 7%*
- Life assurance scheme*
- Annual flu immunisation
- Parking available at Dame Bradbury's school
- Many of the sites offer covered bike parking
- Free access to the Cambridge University Botanic Garden
- Private health and dental plan subscriptions (pro rata for part time and term time)
- A staff discount on school fees of 25% (pro rata for part time and term time) should staff have a child at any school (from Kindergarten Year upwards) within Stephen Perse

*Eligibility criteria applies.

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at www.stephenperse.com/recruitment, or email recruitment@stephenperse.com to request an application form. Please send completed application forms to recruitment@stephenperse.com. We are unable to accept CVs.

The Recruitment Process

- Closing date for applications:
Friday 28 June 2024.
- Interviews will take place:
Week commencing Monday 1 July 2024.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

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Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

stephenperse.com



Charity No: 1120608