



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

**Kimbolton Preparatory School  
Early Years Nursery Nurse/Teaching  
Assistant  
Required as soon as possible**

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# Welcome from the Headmaster



I'm delighted that you're interested in this important new role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', followed by a long horizontal line.

Will Chuter  
Headmaster



# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2023, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.





# **Kimbolton Preparatory School**

## **Job Description**

### **Early Years Nursery Nurse/Teaching Assistant** **Required as soon as possible**

#### **The School**

Kimbolton School is fully co-educational (4-18), with both day and boarding pupils, and has a delightful setting in the grounds of Kimbolton Castle. The School combines tradition and innovation in its educational and academic ethos. Kimbolton has high academic standards in terms of GCSE, A Level and university entrance, the result of the motivation and commitment of pupils and teachers alike. There is a forward-looking and highly supportive working environment.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes, so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first-class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 4-11).

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk)

#### **Commitment to Safeguarding**

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff, including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

## Duties and Responsibilities

An opportunity has arisen for a full-time Teaching Assistant to support our Early Years team at the Preparatory School as soon as practicable, or an immediate start subject to references and once all safeguarding checks have been received. We are seeking to appoint an outstanding Nursery Nurse/Teaching Assistant to join our supportive and friendly EYFS team. The successful candidate will be expected to provide general support to the EYFS team, assisting with pupils' learning and development under the instruction of teaching staff, along with supporting pupils' general well-being and development. The ability to support pupils at KS1 is also expected as required.

Safeguarding	
1	To actively promote and support the safeguarding of children and young people in the workplace, ensuring School policies and procedures are observed at all times.
2	Follow the School's policies for arrival and collection of pupils.
3	Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
Teaching, Learning and Personal Development	
1	Work alongside teaching staff to ensure pupil safety and welfare within the classroom. Promote good pupil behaviour in the EYFS and KS1, dealing promptly with incidents according to our behaviour policy.
2	Support and supervise pupils in small groups or individually to achieve their learning goals.
3	Collaborate with the teaching staff for the planning and evaluation of appropriate learning activities for groups of pupils or individual pupils.
4	Assist in the implementation of Individual Education Programmes for pupils and help monitor their progress, including attending relevant meetings such as statutory reviews.
5	Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
6	Work with other professionals, such as speech therapists and occupational therapists, as necessary.
7	Assist class teachers with maintaining pupil records, including observations, assessments and using Tapestry.
8	Support pupils with emotional or behavioural problems and help develop their social skills.
9	Promote good communication and support parents/carers and other family members.
10	Prepare and routinely maintain classroom materials/resources/displays. Assist pupils in their use, clear up and display pupils' work.
Administrative Duties	
1	Support class teachers to prepare resources for lessons and other activities.

2	Undertake professional duties that may be reasonably assigned by the Head of Lower Prep.
Standards and Quality Assurance	
1	Support the aims and ethos of the school.
2	Set a good example in terms of dress, punctuality and attendance.
3	Attend team and staff meetings, and INSET activities as appropriate including prior to the start of term.
4	Be proactive in matters relating to health and safety.
5	Establish effective working relationships with pupils and other members of staff within the early years team & wider school staff.
6	Undertake relevant training.
Other Duties and Responsibilities	
1	Undertake supervisory duties inside/outside, including during the pupils' lunchtime.
2	According to the child's age and individual needs, duties may include helping with toileting and changing as the need arises.
3	Assisting with after-school clubs/activities.
4	Provide cover for Kim Club (after school care) in exceptional circumstances.
5	Support teachers and children in KSI as and when required.

## Person Specification

Qualifications	
1	As a minimum: a recognised Level 3 Childcare qualification, e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development or equivalent.
2	Completion of Safeguarding Awareness course.
3	Current Paediatric First Aid certificate or a willingness to complete the course.
4	Completion of other relevant courses.
Skills, Aptitude, Knowledge and Experience	
1	Previous experience of caring for/working with children across the EYFS and Key Stage 1.
2	An understanding of the Early Learning Goals and EYFS/KSI curriculum.
3	A commitment to the provision of high-quality childcare.
4	A positive approach to learning and gaining new skills through teamwork and training opportunities.

Personal Qualities	
1	Enthusiasm for working with young children.
2	Excellent organisational, record keeping and planning skills.
3	Punctual.
4	Excellent communication skills, with children, colleagues, advisors and parents/carers.
5	Patience.
6	Empathy with children, colleagues and parents/carers.
7	Reliable and trustworthy.
8	A positive approach to inclusive practice, with children and colleagues.

## Terms and Conditions

**Responsible to:** Head of Lower Prep

**Hours of Work:** Full-time, term time (34 weeks)

**Hours of Work:** 35 hours per week (7 hours per day), Monday to Friday between the hours of 8.30am to 5.00pm with 1-hour unpaid break. Term time only (34 weeks).

**Remuneration:** Point 7 to Point 14 dependent upon qualifications and experience.

**Pension:** The School offers a defined contribution pension scheme.

**Probationary Period:** 6 months

**Additional benefits:** Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.

**Referees:** The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.



## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9.00am Tuesday 23<sup>rd</sup> April 2024**  
**Interviews will take place during the week commencing Monday 29<sup>th</sup> April 2024**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands, or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)