The Manor
Preparatory School

Application Pack

Pre-Nursery Teaching Assistant



CLOSING DATE - MONDAY 23 NOVEMBER 2026

Applications will be considered upon receipt.

Please note, applications will be considered upon receipt and the vacancy may close early if a suitable candidate is found.

The Manor
Preparatory School

Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Art, DT, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged, cherished and inspired".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email (hr@manorprep.org) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes



Rachel Hamlyn
Head

The Manor Preparatory School

JOB DESCRIPTION

Job Title:	Pre-Nursery Teaching Assistant
Line Manager:	Head of Pre-Prep

Purpose and Responsibilities

Purpose of the Role

To support the education, care, welfare and development of children within Pre-Nursery, working as part of the Early Years team to provide a safe, stimulating, nurturing and inclusive environment in which all children can thrive and achieve their potential.

Key Responsibilities

Supporting Children's Learning and Development

- Support children's learning, development and wellbeing in line with the Early Years Foundation Stage (EYFS).
- Contribute to the planning, preparation and delivery of age-appropriate activities and learning experiences.
- Lead or support indoor and outdoor learning activities as directed.
- Observe children's progress and contribute to assessments, learning records and next-step planning.
- Record observations and evidence of learning using the school's agreed systems.
- Support children to develop independence, confidence, resilience and positive relationships.
- Promote high standards of behaviour and encourage positive social interactions.
- Support the inclusion and participation of all children, including those with SEND or additional needs.
- Assist in preparing stimulating learning environments and displays that celebrate children's achievements.

Children's Care and Welfare

- Help new children settle successfully into the setting and establish positive relationships with families.
- Provide high standards of pastoral care and emotional support for all children.
- Supervise children during snack times, mealtimes and rest periods.
- Support children with personal care, including toileting, changing and hygiene routines where required.
- Ensure that classroom, bathroom and learning areas are clean, safe and well maintained.
- Provide first aid within the limits of training and administer medication in accordance with school policies and procedures.
- Record and report accidents, incidents and concerns promptly and accurately.

Safeguarding, Health and Safety

- Promote and safeguard the welfare of children at all times.
- Follow the school's safeguarding policies and procedures, including reporting concerns to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead without delay.
- Maintain appropriate professional boundaries and confidentiality.
- Share responsibility for maintaining a safe learning environment and complying with health and safety requirements.
- Regularly check resources and equipment to ensure they are safe, suitable and in good condition.
- Support children's wellbeing, health and safety during all school activities, both on and off site.

Teamwork and Communication

- Work collaboratively and positively as part of the Early Years team.
- Develop effective working relationships with parents and carers and contribute to positive home-school communication.
- Support and mentor students, volunteers or new members of staff when required.
- Communicate professionally with colleagues, parents, visitors and external professionals.
- Be welcoming and helpful to visitors to the Pre-Nursery setting.

Organisation and Administration

- Assist with the preparation and clearing away of activities and resources.
- Maintain classroom resources and monitor stock levels, reporting shortages when necessary.
- Support the school's record-keeping and administrative procedures as required.
- Contribute to written and verbal feedback regarding children's progress and development.
- Assist in maintaining a well-organised, attractive and stimulating learning environment.

Professional Responsibilities

- Participate fully in professional development, mandatory training and appraisal processes.
- Keep knowledge and practice up to date, particularly in relation to safeguarding, EYFS requirements and children's development.
- Follow all school policies, procedures and staff handbook requirements.
- Undertake any other duties appropriate to the grade and nature of the role as reasonably requested by the Head, Head of Pre-Prep, or Senior Leadership Team.

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PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	Educated to GCSE level (or equivalent), including English and Mathematics.	Level 3 Early Years Educator qualification (or equivalent).
	Level 3 qualification in Early Years, Childcare or Supporting Teaching and Learning (or equivalent).	Current and relevant Paediatric First Aid qualification.
	Willingness to undertake further professional development and training.	Additional training relating to SEND, behaviour support or safeguarding.
Experience	Experience of working with young children in an Early Years setting.	Experience within a school-based Early Years environment.
	Experience of supporting children's learning, development and wellbeing.	Experience of supporting children with SEND or additional needs.
	Experience of working effectively as part of a team.	Experience of using observation and assessment systems to record children's progress.
Knowledge and Understanding	Understanding of child development and the needs of young children.	Good understanding of the Early Years Foundation Stage (EYFS).
	Awareness of safeguarding and child protection responsibilities.	Knowledge of supporting children with speech, language and communication needs.
	Understanding of the importance of inclusion and equality of opportunity.	Understanding of behaviour support strategies suitable for young children.
	Basic understanding of health, safety and hygiene requirements within an Early Years environment.	
Skills and Abilities	Ability to build positive and professional relationships with children, parents and colleagues.	Ability to contribute to planning and assessment activities.
	Ability to support children's learning through play-based activities.	Competence in using online learning journals or assessment systems.
	Good verbal and written communication skills.	

	Ability to observe children and provide accurate feedback to teaching staff.	
	Ability to work on own initiative and as part of a team.	
	Competent organisational and time-management skills.	
	Ability to maintain confidentiality and professional boundaries.	
Personal Qualities	Warm, caring and nurturing approach towards young children.	
	Enthusiasm for working with children and supporting their development.	
	Reliable, flexible and adaptable.	
	Professional, positive and approachable manner.	
	Commitment to promoting high standards of care and education.	
	Commitment to equality, diversity and inclusion.	
	Commitment to safeguarding and promoting the welfare of children.	

Safeguarding

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and contractors to share this commitment.

Appointments are subject to a range of safeguarding checks appropriate to the role, including enhanced DBS checks with children's barred list information where appropriate, online searches of shortlisted candidates, prohibition checks (where applicable), verification of qualifications, identity, right to work and employment history checks, and satisfactory references. Our recruitment, selection and safeguarding procedures are in line with statutory guidance, including Keeping Children Safe in Education (KCSIE).

If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children, they must report any concerns in accordance with the School's safeguarding procedures.

Safeguarding and promoting the welfare of children is everyone's responsibility and staff are expected to attend regular training sessions to ensure compliance with the School's safeguarding policies and procedures at all times.

The Manor Preparatory School is committed to equality, diversity and inclusion and welcomes applications from suitably qualified candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Roles within Education are exempt from the Rehabilitation of Offenders Act1974. For more information visit https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Hours of work

During school terms (which include the INSET days) the hours are while the School is in session (8am to 4.15pm) and at any other time (including during school holidays, at weekends, on public holidays and before and after the School's normal starting and finishing times) as may be necessary in the reasonable opinion of the Head for the proper performance duties.

The Manor has its own salary scale. Employees' starting salary will depend on the experience and qualifications of the successful candidate. The Governors review salary scales each year to ensure they remain competitive. Annual salary is paid in 12 equal payments by bank transfer on the 30th / 31st of every month, or the last working day of the month if the 30th / 31st falls on a weekend.

Contractual Benefits

Pension:

The Manor offers Scottish Widows Pension Scheme for Non-Teaching Staff (6% employer contribution). Please contact HR for further information. Life Assurance is also part of the pension package.

Non-contractual Benefits

Lunch, Drinks and Snacks: Staff are provided, at no cost, with lunch, hot drinks and snacks throughout the day (term time only).

School Fee Reduction: Children of Teaching and Support Staff at The Manor may be eligible for a reduction on the basic tuition fees. The continuance of School fee reduction provision is at the Governors' discretion. Please contact the Director of Finance and Operations for further information. Please note, this benefit is pro-rated for part time staff.

Subsidised rates: For staff children at Extended Day, Clubs and Manor Fun.

Parking: Free staff parking on site at The Manor is permitted.

Facilities Hire: Staff at The Manor are able to hire the School facilities including our Sports Hall, for personal events.

One to One Counselling: Teaching and support staff are entitled to 6 free counselling sessions. This service is confidential.

24 Hour Counselling and Legal Helpline: Teaching and support staff are entitled to unlimited free legal advice through a 24-hour counselling helpline provided by DAS UK Group.

Discounts: "Fit to Run" (Sports Shop) of 10% and "Stevenson's" (School Wear) of 5%.

Eye Tests: Teaching and support staff at The Manor are entitled to one free eye test every two years.

Post: Ability to use the school franking machine for personal post which still needs to be paid for (via the "honesty pot" in the Bursary) but this is at the reduced franking costs rather than the more expensive stamps.

Flu Jabs: Teaching and support staff at The Manor are entitled to be reimbursed for an annual flu jab

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

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Application and Recruitment Process

Enquiries are welcome. For an informal discussion about the role, or if you have any queries regarding the application form or the recruitment process, please contact, either by email hr@manorprep.org or by phone on 01235 858478.

Before applying for this position, candidates should read our Safeguarding Children Policy (which includes the Child Protection Policy), available on the policies section of our website (http://www.manorprep.org/about-our-school/policies/). Please also refer to the website for further information about the school.

Applicants should email a Letter of Application and the signed completed Application Form to hr@manorprep.org

Candidates are encouraged to review the school's Privacy Notice before applying. This explains how personal data submitted during the recruitment process will be processed and retained.

Information provided will be administered under the school's Data Protection Policy and Privacy Notice Policy (further details can be found on the school's website.

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms. They may, however, be submitted in addition to the application form.

- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description [and person specification] for the post.

- The School applies safer recruitment procedures to employees, volunteers, agency workers, contractors and other adults working on site in accordance with Keeping Children Safe in Education.

- The successful applicant will be required to complete a disclosure form from the Disclosure and Barring Service (DBS) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. For further information, please contact the Disclosure and Barring Service – https://www.gov.uk/government/organisations/disclosure-and-barring-service -

  Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.

- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.

- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'.

This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.

- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee. Where you have no previous employment history, we may request character references which may include references from your school or university.

- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DBS.

Invitation to Interview

What to bring to the interview

All candidates invited to interview must bring with them:

1. Original (or certified copy) of Birth Certificate

2. A passport of full/provisional driving licence

3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;

4. Where appropriate, any documentation evidencing a change of name;

5. Where applicable, proof of entitlement to work and reside in the UK. Further information regarding the necessary documentary evidence can be found on the Home Office website.

6. Candidates who have lived or worked overseas may be required to obtain criminal record information or certificates of good conduct from the relevant country or countries and provide further information to enable the School to assess suitability to work with children.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

7. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

8. If the position you are applying for requires a mandatory professional qualification or membership you will need to produce your qualification and proof of professional membership at interview.

9. Shortlisted candidates will be asked questions about safeguarding and child protection as part of the interview process to assess their suitability to work with children. Candidates will also be expected to demonstrate an understanding of safeguarding responsibilities appropriate to the role.

Disability and reasonable adjustments

Candidates with a disability who are invited to interview should kindly inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK, where appropriate
- a satisfactory Enhanced DBS check and, if appropriate, a check against the Children's Barred List and the Adults' Barred List maintained by the DBS
- Where the successful candidate has worked or been resident overseas (including EEA teaching candidates), such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked
- receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- evidence of satisfactory medical fitness
- where relevant to the role, the School will conduct checks relating to childcare disqualification requirements in accordance with current statutory guidance
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

In accordance with Keeping Children Safe in Education, the School will carry out an online search of shortlisted candidates as part of its due diligence. The purpose of the search is to identify any incidents or issues publicly available online which may be explored with the applicant at interview.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

WARNING

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- The Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the DBS.

References

References will be obtained before interview wherever possible and will be scrutinised prior to interview. Any discrepancies, anomalies or concerns will be explored with the candidate. The application form gives an option if the canditate would rather not have references requested prior to the interview.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: https://www.gov.uk/government/publications/dbs-code-of-practice.

Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect to all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete an online DBS Disclosure Application Form.

Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned.

Any member of staff, their family (if over 16), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence which indicate that they may be unsuitable to work with or have regular contact with children.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance “Disqualification under the Childcare Act 2006 (July 2018)”.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Retention and Security of Records and Data Protection

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy.