

Before School Assistant & After School Assistant  
(Pre-School)



GREENFIELD  
SCHOOL

BRIGHT BEGINNINGS  
BRIGHTER FUTURES

RECRUITMENT  
PACK



LITTLE SCHOOL  
Fledglings & Owls

*0-3 yrs*

PRE-RECEPTION  
Robins

*3-4 yrs*

RECEPTION  
Reception

*4-5 yrs*

LOWER SCHOOL  
Years 1 & 2

*5-7 yrs*

MIDDLE SCHOOL  
Years 3 & 4

*7-9 yrs*

UPPER SCHOOL  
Years 5 & 6

*9-11 yrs*

NURSERY & PRE-SCHOOL

PRE-PREP

PREP



# GREENFIELD SCHOOL

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BRIGHT BEGINNINGS  
BRIGHTER FUTURES

## ABOUT US

Greenfield is an impressive standalone preparatory school in Woking, Surrey, providing the very best 11+ preparation and relevant, contemporary education to its pupils. The school's facilities are unique amongst prep schools in the area and allow our teaching staff to take their lessons to the next level, ensuring pupils are equipped and ready to embrace the next stage of their young lives.

In May 2023, the school was graded Excellent by ISI. This grade refers to both *the quality of the pupils' academic and other achievements* and *the quality of the pupils' personal development*. The outcome of this inspection was reflective of the hard-work, dedication and commitment of the school's employees, from teaching and support staff to estates workers and leadership. The examples given in the report are indicative of the creative, dynamic and enthusiastic teaching that takes place and the atmosphere that pervades the school.

Greenfield is renowned for its inclusive ethos and culture of kindness. School-wide initiatives surrounding wellbeing, climate change and charity fundraising are common and the community is a strong one.

Located on the outskirts of Woking town centre, and positioned between West Byfleet and Old Woking, the school is ideally situated to offer a balance of urban convenience and countryside living to pupils and staff alike.

Greenfield was voted Prep School of the Year by the TES in 2022.



# AIMS AND ETHOS

## Ethos

Greenfield School fosters a culture of inclusion, acceptance and understanding, whilst maintaining excellence in all areas of school life. We pride ourselves on being academically non-selective and providing a warm and compassionate environment, as our children develop their wider skills and academic potential. We celebrate our diversity and encourage our pupils to become kind, empathetic children with a strong sense of their place in the world. Greenfield offers an inspiring education for pre-eminence in tomorrow's society.

## Aims

In partnership with Greenfield families, we aim to:

- Inspire and motivate children, enabling them to achieve their academic potential
- Discover and develop passion
- Identify and foster talent
- Encourage independence and resilience in our children
- Develop critical thinking and problem-solving skills
- Empower children to be active members of the local and wider community
- Create authentic, responsible and empathetic children who impart kindness, generosity and compassion



# PERSON SPECIFICATION

We are looking for a friendly and enthusiastic Nursery Assistant to join our Little School and support the effective delivery of the Early Years Foundation Stage curriculum to children in Little School ensuring the individual needs of children in Little School are met. Little School is open all year and you will be working in an environment which is fully supported by the School.

Experience of working with children under 3 is preferred, but not essential. The successful candidates will be friendly, adaptable, flexible, well-organised and confident dealing with parents, staff and pupils.

Duties will include, but not limited to:

- Supervise or support adult planned and child led activities, including messy play, crafts, reading and physical activities inside and outdoors.
- Helping to maintain, organise, tidy and clean nursery equipment and resources.
- Assist in serving meals, including spoon feeding some infants.

Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.





# JOB DESCRIPTION

## I. RESPONSIBILITIES AND KEY TASKS

- To work as part of the Little School team, reporting directly to the Nursery Manager.
- To adhere to the school's policies with special reference to the safeguarding, child protection, learning support, equal opportunities and inclusion policies.
- To promote the work and image of Greenfield School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and wider community.
- To develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and educational requirements of individuals or groups.
- This will require knowledge of a range of strategies and a high level of skills developed through experience.
- To maintain, repair and clean equipment, eg books, toys, games, etc. and tidy up after use.
- To be concerned with the general welfare of the children, including matters relating to hygiene and health.
- To support children at meal times to ensure dietary requirements are met.
- To undertake outdoor play supervision within Little School.
- To provide first aid if necessary, and take all reasonable measures to ensure health and safety in the classroom and outdoor areas.
- To undertake courses as necessary for professional development.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Nursery Manager.

## 2. ESSENTIAL QUALITIES

- Professional approach to parents and colleagues.
- Motivation and enthusiasm to work with children.
- Emotional resilience in the working environment.
- Sense of humour.
- Loyalty and confidentiality to the school in and out of working hours.
- Support the school's commitment in safeguarding and promoting the welfare of children and young people.
- An interest in extending personal knowledge and developing professional practice.
- A keenness to use initiative and be given responsibility.
- An ability to work some additional hours for the purposes of staff meetings, training and parent meeting





# CONDITIONS OF EMPLOYMENT

## REMUNERATION

We have our own Pay Scales which are regularly compared with other relevant pay scales in the sector. We are committed to ensuring competitive levels of pay and are pleased to be able to offer a high Employer contribution to the pension scheme. For this role, the pay will be competitive dependent upon experience.

## HOURS OF EMPLOYMENT

We are recruiting for two part time roles, the Before School Assistant role will be required to work 7am-9am Monday to Friday. The After School Assistant will be required to work 4pm -6pm Monday to Friday. Both roles are 52 weeks of the year. We would welcome applicants who wish to apply for both roles.

## EQUAL OPPORTUNITIES AND SAFEGUARDING

At Greenfield School, we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The appointment is subject to satisfactory pre-employment checks in accordance with the relevant statutory guidance, including an enhanced DBS check, satisfactory references, proof of identity and qualifications and a satisfactory medical questionnaire.

We promote equality of opportunity for all pupils and staff, both current and prospective, and we actively support an environment and culture that values equality, diversity and inclusion.



## HOW TO APPLY

**CLOSING DATE:** APPLICATIONS WILL BE REVIEWED ON AN ONGOING BASIS AND CANDIDATES WILL BE INTERVIEWED AT THE EARLIEST POSSIBLE OPPORTUNITY.

**INTERVIEW WINDOW:** AS SOON AS POSSIBLE.

Please ensure you have read the school's Safeguarding and Safer Recruitment Policies, as well as the job description (above), before completing the Non-Teaching Staff application form. Click on the icons below to view and download these documents



The application form should be emailed, with a covering letter, to the email address detailed on the form by the closing date specified above. Please note we will need to contact two referees before interview. Only the school's application form will be considered. We are unable to accept CVs.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.



**GREENFIELD  
SCHOOL**

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