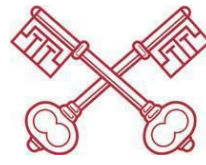


Chandlings  
PREP • OXFORD



RADLEY  
SCHOOLS GROUP

# RECEPTION TEACHER (EYFS)

Information for Candidates



The closing date for applications is 8 May 2026 at 5.00pm



### **The Why**

We believe every child carries a sparkle of possibility – a sparkle that, when nurtured, can grow into something extraordinary. Each day is a step further on a magical journey that will not only prepare pupils for the future but will also empower them to create it.

Chandlings exists to harness this sparkle, to guide children to truly discover who they are, and to help them grow the skills and character to fulfil their wildest dreams. And, the best bit of all, we ensure they have lots of fun whilst getting there.

### **The How**

We foster self-belief, promote curiosity and build resilience. Our children are inspired to be resourceful, adaptable and creative, in an environment where we balance opportunity with well-being. They are given the time and space to be children, within a community that celebrates diversity in tandem with individuality. We are proud of our ability to gain outstanding academic results whilst providing the opportunities for a wide breadth of co-curricular activities, all underpinned by an award winning pastoral care.

### **The Where**

Set in over sixty acres of beautiful Oxfordshire countryside, Chandlings Prep is an Independent co-educational day school for girls and boys from 2-11 years old. Situated just 20 minutes from the centre of Oxford, 10 minutes from Abingdon and just off the A34, we are easily accessible from across the county. We have purpose-built, bright, modern classrooms with extensive and impressive facilities including specialist art and design, music rooms and science labs, as well as two school halls. We have a full size Astroturf, netball and tennis courts, rugby and football pitches, an archery range, a 9 hole golf course, a swimming pool, a low-ropes course and a riding school. The extensive grounds offer woodlands, lakes, playing fields and lots of space to play and explore for both staff and pupils.



## CANDIDATE SEARCH

Chandlings Prep School is seeking a Reception Teacher to work in its EYFS department. This is a full time position starting in September 2026.

The role would suit someone who is fun, innovative, caring, dynamic with initiative and has a genuine passion for school life. They will have excellent communication skills and offer a full commitment to this busy, successful school, which values its caring family atmosphere.

They would work with the EYFS staff at Chandlings Prep School to promote the highest standards of teaching, learning and pastoral care.

Please see below for full details.



## KEY RESPONSIBILITIES

- Teach all subjects as required, in a fun, engaging way, undertaking all of the duties expected of a class teacher
- Maintain a good up-to-date knowledge of the EYFS curriculum and assessments
- Be committed to the personal development of the children in the class and take responsibility for their welfare and social wellbeing
- Enable each child to develop at a good pace through differentiated planning and creative teaching
- Provide a stimulating learning environment through display, that is routinely maintained
- Assess, record and report on the development, progress and attainment of children
- Support colleagues as necessary and cooperatively work as part of a team, attending all meetings and INSET
- Undertake duties before, during and after school as required
- Participate in co-curricular school activities including clubs and residential field trips
- Attend school functions
- Develop effective professional relationships with pupils, colleagues and parents
- Keep the Head of Pre-Prep and Senior Leadership Team fully informed of any significant developments concerning any child in the class
- Ensure that the school safeguarding policy and procedures are followed at all times
- Be willing to cover the Nursery if required
- Any other duties reasonably required



## PERSON SPECIFICATION

- Passion for teaching EYFS children and ability to provide fun, joyful childhood experiences
- Proven suitability to work with children
- Relevant and appropriate qualifications
- An outstanding teacher and role model, passionate about achieving the best outcomes and demonstrating high expectations for all children in the school
- High levels of personal and professional integrity and the ability to exercise discretion and confidentiality
- Personal warmth to gain the confidence of pupils, staff and parents
- High standards of personal presence and presentation and attention to detail
- Ability to communicate concisely and sensitively, both orally and in writing, to a variety of audiences
- Able to use their initiative to drive forward change and development
- Prepared to work hard and to 'go the extra mile'
- Positive, enthusiastic and energetic approach to life, with a can-do attitude and commitment to the Chandlings Prep ethos
- High expectations for pupil attainment, personal development and conduct
- The duties outlined in this job description may be modified by the Head, with your agreement, to reflect or anticipate changes in the job

## STAFF BENEFITS

### EMPLOYEE ASSISTANCE PROGRAMME

Employees have access to the EAP with Health Assured.

### EMPLOYEE SAVINGS SCHEME

Employees have access to the VIVUP platform offering a range of shopping discounts.

### PENSION

You will automatically be enrolled in the Aptis pension scheme unless you exercise your right to opt out. This offers a minimum 4% and a maximum 8% employee contribution. The employer contribution is double the employee contribution, capped at 16%. (TEACHERS) Nest for everyone else: 3% employee contribution and 4% employer contribution.

### LUNCH

Staff receive a free lunch every day and drinks and snacks are available throughout the day in the staffroom.

### PARKING

Free onsite parking

### EYE CARE VOUCHERS

Eligible employees receive free eye care vouchers and contributions towards a new pair of glasses (Ts & Cs apply).

### SICK PAY

Eligible employees are entitled to 6 weeks full sick pay in any academic year subject to the Absence Policy

### PATERNITY LEAVE

Eligible employees are entitled to 2 weeks full parental leave pay in any academic year subject to the Absence Policy.





## THE APPLICATION PROCESS

If you would like to apply for the position please submit electronically a completed application form and a covering letter addressed to MrAdam Mallins, the Head, to his PA at [cpitt@chandlings.org.uk](mailto:cpitt@chandlings.org.uk) A CV can be submitted as additional information.

We particularly welcome applicants from Black, Asian and Minority Ethnic groups as well as disabled candidates who are currently underrepresented within the Trust.

All appointments are made in accordance with our [Equality Policy](#) and applicants should let us know of any special needs they may have so that adjustments can be made if required.

Please note, as per the KCSIE 2025 Safer recruitment recommendation, references for shortlisted candidates will be requested prior to interview. Should permission be withheld without a valid reason, the invitation to interview will be withdrawn.

Shortlisted candidates will also undergo an online check (including and not limited to social media websites) in accordance with the [KCSIE September 2025](#) guidelines paragraph 221 and the Trust's [Safer Recruitment Policy](#).

Safeguarding: All adults working at Chandlings Prep should be aware of and where necessary follow the School's safeguarding guidelines which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children's Board (OSCB) practice and procedures - available online at <http://www.oscb.org.uk>

The School's Safeguarding Policy is available [here](#)

**Appointment Date: 1 September 2026**

**Hours: 8am - 6pm (inclusive of some after school duties, earlier finishes on some days)**

**Salary:** The salary will be on the Chandlings Prep scale and related to experience and qualifications.

**Interview Process:**

If you are invited to an interview you must bring your Right To Work (RTW) documentation with you to enable our Administration Team to take copies and prepare for any Disclosure and Barring Service checks should you be successful in the interview.

In addition, we require evidence of the following:

- Identity - passport or photocard driving licence
- Address - document from Group 2b of the DBS List of Valid Identity Documents with current address
- Right to Work in the UK - passport or full birth certificate
- Qualifications - original documents confirming any educational and professional qualifications you refer to in your application
- Overseas Checks - if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

All documents must be original copies.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary online video interview. Safe recruitment procedures are followed and members of the Senior Leadership Team are accredited.

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. Shortlisted candidates will be asked to complete a questionnaire regarding medical fitness prior to interview.





## Introduction to the Prep Schools Trust

Chandlings Prep is a member of The Prep Schools Trust which is a family of flourishing schools bound by shared values. Each school is unique with its own distinctive character but all deliver first-rate academic teaching and pastoral care in beautiful settings rich with potential for adventure and outdoor discovery. We give pupils the opportunity and skills so they can develop and progress with confidence.

The Trust is a platform for the individual and collective growth of our schools: working together our schools are strong, adaptable and agile. We learn from each other and have access to resources beyond the reach of a stand-alone school. We share ideas with ease and pursue confident paths to academic excellence and high achievement in all areas of school life, delivered through an innovative curriculum taught by inspirational teachers.

We create environments within which children from all backgrounds and abilities can grow intellectually and emotionally. We help every single one of them reach their full potential across the widest range of academic, cultural and sporting endeavours. We build futures full of promise.



BARFIELD



CHANDLINGS PREP



COTHILL HOUSE



KITEBROOK



MOWDEN HALL