Chandlings
PREP • OXFORD

RADLEY
SCHOOLS GROUP

Nursery Key Person x 2

(All Year Round)

Information for Candidates

Closing date for applications is 16 November 2026

Join us to see our wonderful school on Thursday November at 6-8pm at our ‘Working at Chandlings’ event.

The Why

We believe every child carries a sparkle; a sparkle that, when nurtured, can grow into something wonderful. Each day is a step further on a magical journey 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. We have so many spaces to explore inside and outside, if you enjoy Nature, Art, Crafts, Drama or Sports, there is a space for you to share your passion with our children!

The How

We love our children to explore with curiosity and build resilience 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 award winning pastoral care.

The Where

The Nursery is part of the whole school and accesses the fabulous grounds, the outdoor woodlands, and all the great facilities for children to be joyful children. 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, on a frequent bus route and just off the A34, we are easily accessible. 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 for you to create joyful memories and experiences for the children in your care.

CANDIDATE SEARCH

Appointment Date: January 2027 or sooner if candidate is available

Hours: Flexible working available. Hours to be confirmed/discussed at interview.

Salary: Competitive; depending on experience and qualifications.

We are looking for a Nursery Key Person who will join our exciting team, and work within our All Year Round provision starting in January 2027, or earlier. This is a unique opportunity to join a nursery but not as you know it! Our nursery is part of a whole school with access to fields, woodlands, specialist teachers and you will experience a host of activities leading to a joyful working week.

The right candidate will be a passionate early years practitioner who is excited by the opportunity to join a thriving Nursery; you will help to create a warm environment where our youngest children feel safe, curious, and eager to learn. You will work closely with families to ensure every child's first steps in education are filled with care, confidence, and joy.

If you believe in the power of early childhood to spark a lifelong love of learning, value strong relationships with families, and are motivated by the opportunity to contribute to something truly meaningful, we would be delighted to hear from you.

KEY RESPONSIBILITIES

- Help us to provide a fun and joyful learning experience for the children
- Enjoy setting up fun activities for the children
- To add to learning journeys your observations of the children
- To write reports once a year and meet with the parents
- To be fully aware of and to implement the School's policy on Health and Safety and Safeguarding
- To help the children to develop to reach their full potential
- To carry out duties, including early morning, playtime, lunch and after school duty
- To attend Parents' Evenings and Open Days
- To attend a 7.45am meeting when requested
- To work until 6.00pm when requested
- To attend meetings, INSET days and other such meetings as may be necessary
- To work with the team over all matters relating to children's progress and wellbeing
- To develop and maintain good working relationships with children, staff and parents
- To undertake any other duties, which the Head of Nursery or Deputy Head (EYFS) may reasonably request
- The duties outlined in this job description may be modified to reflect or anticipate changes in the role

Enjoy the video below as a snapshot of our Nursery. We would also love you to join us on Thursday 12 November for a tour of our Nursery and to ask any questions that you may have. We have arranged this between 6:00 and 8:00pm; we look forward to meeting you for snacks and nibbles.

Joy at Chandlings Nursery

PERSON SPECIFICATION

Experience:

- Experience, working in a Preschool/Nursery setting
- Good knowledge of the Early Years Foundation Stage
- Desirable Level 3 qualification in Children and Young Peoples Workforce or equivalent. If you are below Level 3 and considering upskilling we would like to support your professional development.

Skills & Attributes:

- Fun and passionate about working with young children
- Understanding of children under five
- Good verbal and communication skills
- Calm and caring nature
- A sense of humour essential!

Desirable

- Paediatric First Aid
- Food Hygiene Certificate
- Experience in a similar role within a Nursery

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 Nest 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% for teachers. 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 send to 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 Group.

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 2026 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 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 https://www.oscp.org.uk/

The School's Safeguarding Policy is available here

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.