Chandlings
PREP • OXFORD

RADLEY
SCHOOLS GROUP

Nursery Assistant (All Year Round)

Information for Candidates

Applications close at midday on Friday 20 November 2026

THE SCHOOL

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

Are you a spark-igniter, curiosity-builder, and master of early years magic? Chandlings Prep School is looking for a warm, dynamic, and delightfully caring Nursery Assistant (NVQ Level 2+ or degree) to jump right into our bustling Nursery family as soon as your shoes are tied!

As a key player on our EYFS team, you'll be nurturing bright young minds with boundless energy, turning daily classrooms into captivating wonderlands, and helping every child find their own special sparkle. From unleashing morning curiosity to weaving brilliant connections with parents and staff, no two days are ever standard-issue.

If you bring high-voltage energy, clever initiative, stellar communication skills, and a genuine love for the chaotic, wonderful joy of Nursery life, you'll fit right in—we'd love to hear from you!

KEY RESPONSIBILITIES

- Arrive at 7:30am to help design a vibrant, engaging classroom environment that welcomes children into a day of curiosity.
- Record meaningful observations of the children to map out their ongoing development as part of assessment.
- Craft thoughtful formative reports and meet with parents to celebrate and guide their child's progress.
- Deeply understand all the children in the Nursery, acting as a dedicated champion for the wellbeing of your specific children.
- Champion the whole child; actively promote progress across social, academic, and co-curricular horizons.
- Maintain absolute awareness of the school's Health & Safety and Safeguarding policies.
- Enthusiastically fulfil daily supervision duties across morning, playtime, lunch, and after-school windows.
- Work hand-in-hand with colleagues to champion high standards of behaviour, empathy, and mutual respect.
- Form warm, professional, and collaborative relationships with children, staff, and parents alike.
- Support or lead our exciting co-curricular clubs where necessary.
- Act as a proud ambassador for the Nursery at Parents' Evenings and Open Days.
- Attend team meetings, curriculum sessions, and INSET days to keep your teaching fresh and collaborative.
- Actively seek out professional development opportunities to refine your craft.
- Happily step into any other duties the Head, the Head of Nursery or Deputy Head (EYFS) may reasonably request as our school evolves.

PERSONAL SPECIFICATION

- Flexibility and openness to change
- NVQ Level 2 or above
- Enthusiasm for education
- Commitment to the personal and educational development of children and to the ethos of Chandlings Prep School.
- High levels of communication skills in English, both written and spoken, to enable effective communication with children, colleagues and parents
- Professional experience of working with pupils in Early Years
- Keenness to develop further as a Nursery Assistant in a well-resourced and supportive environment with co-operative and highly-motivated staff and children
- Self-motivation and high levels of organisational and self-management skills
- Commitment to personal professional development, and therefore willingness to develop own skills
- Ability to work cooperatively within a team
- Smart and professional in presentation
- A love of the outdoors
- A hard working, fun disposition is essential
- Commitment to the personal development of pupils.
- A First Aid qualification would be desirable, although training can be provided

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 Mr Mallins, the Head, to his EA at 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 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 2026 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: January 2027

Hours: 7.45am to 5.00pm Monday to Friday, all year round. Plus some additional duties until 6.00pm.

Salary: The salary will be £20,278

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.