



KING'S HOUSE SCHOOL

RICHMOND

Nursery Secretary

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General Information

King's House School was founded in Richmond in 1946 and has been a boys' prep school from that time on. The school operates on three sites in or around King's Road, which is on the very pleasant setting of Richmond Hill. The Senior Department (for boys from Year 4 to Year 8) is at 68 King's Road, the Junior Department on its own site just down the hill, and the Nursery around the corner in Princes Road. The school also has extensive playing fields just over Chiswick Bridge, where there are numerous pitches including a new full-size 3G one.

Most boys join the school in the Nursery (which is co-ed) or Reception but there are small intakes at Years 3, 4 and 7. Boys stay until 13 when they move on to a wide range of day and boarding schools, a number each year gaining scholarships.

The Nursery operates from its own site in a carefully restored building on Princes Road. The youngest children, the Caterpillars, are based on the top floor and the Butterflies (the rising 4s) on the ground floor. There is a very positive, caring atmosphere to the Nursery and the ground floor has an area set aside for Music. The Nursery has its own dedicated staff supplemented with specialists from the school PE, Music and IT departments.

The Junior Department (JD) is housed in two Victorian buildings which have been sensitively redesigned and linked to provide an exciting and stimulating environment for the pupils. There is a two-form entry with about forty boys in the year group. This number grows to about 48 in Year 3 with three forms. The class teachers deliver the vast majority of the curriculum but boys do have lessons with specialist teachers for Music, French and PE and Games and in some years, Computing. All boys take swimming lessons at a local pool and Years 2 and 3 use the Senior Department (SD) facilities for some subjects.

Boys move to the Senior Department site for Year 4. This is the original school site and has been developed substantially since then. It is a deceptively large area which includes the school's theatre, gym, astro turf pitch, two Computer rooms, two Science laboratories and Music area. There are three forms in each year group. Forms are mixed-ability in Years 4-6, with some subjects setted, and streamed in Years 7 and 8. Boys experience increasing exposure to subject specialist teachers, who will teach a range of year groups and sometimes more than one subject. The curriculum the boys follow prepares them for Common Entrance at the end of Year 8.

Throughout their time at King's House, the boys are encouraged to take part in art, drama, music and sporting activities. There are productions every year for all year groups, concert and other

performance opportunities for music, and numerous games fixtures and other sporting activities. There are also numerous outings for all year groups and residential trips as the boys get older.

Overall, King's House offers its pupils a broad and balanced curriculum and prepares them well for their transition on to their next school.

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Equal Opportunities Employer

King's House School are an equal opportunities employer who celebrate diversity and believe in equal opportunities for all. Employment decisions throughout the school are made without regard to any status protected by law.

How to Apply

Please send your completed application form and a covering letter (not to exceed 2 sides of A4) outlining your skills and experience to Will Cullen, HR Manager, King's House School, 68 King's Road, Richmond, TW10 6ES as soon as possible and no later than Friday 14th May 2021. Alternatively, please email your application to recruitment@kingshouseschool.org. We welcome early applications and will consider holding interviews before the closing date for strong candidates.

Job Description

Job Duties

- Meet and greet Butterfly/Caterpillar children and parents (alternating with Head of Nursery)
- Manage Nursery registers using ISAMs
- Assisting with seeing in children attending the Early Club at 8am.
- Smooth running of the office, answering phone calls and emails throughout the morning
- Daily playground checks before school
- Welcoming all visitors to the Nursery, maintaining visitor book and, when necessary, escorting bursary visitors upstairs
- Prepare weekly schedule and diary of Head of Nursery, circulating to JD and SD Heads
- Compiling and distributing Welcome Packs for new Caterpillar parents at the start of every term
- New admissions paperwork – keeping and updating records, processing consent forms, medical records, responsibility statements and Early Years questionnaires
- Preparing classroom resources for all new children e.g. self-registration boards, peg and drawer labels and assisting staff with ad hoc administrative tasks as required.
- Preparing general letters, emailing or circulating parent correspondence to go home (lunch club lists, outings, parent meetings)
- Assisting Head of Nursery to circulate Head's letters to parents
- Maintaining noticeboards with relevant parent information/sign-up sheets
- Preparing and circulating Parent Meeting Schedules for Butterfly Class (twice a year) and Caterpillar Class (three times a year)
- Liaising with parents and co-ordinating end of term activities, party food, park outings
- Assisting with First Aid, ensuring medical forms are written and signed by parents. Informing parents of any medical incidents as required during the school day
- Looking after any sick or injured children until parents arrive to collect
- Assist with Fire Drills throughout the year, writing Fire Evacuation Practice reviews after each drill for Health & Safety Committee
- Assisting with Lunch Club as required
- Assisting with Visitor tours as required
- Assisting Nursery form reps for Christmas and Summer fetes
- General filing of and record keeping of staff admin, staff registers, risk assessments
- Cover for Head of Nursery and other staff in the classroom when required, maintaining ratios, assisting during snack time, clear up as required
- Maintaining office equipment, stationery and supplied and re-ordering as required
- Sign for all deliveries, ensure all items are checked and stored away or handed to relevant staff member. Ensure invoices are sent to Bursary
- Managing Nursery Department's petty cash/expenses

Person Specification

The ideal candidate will possess some or all of the following:

- The ability to work independently
- Strong ICT and data analysis skills
- Good administrative and organisational skills and the ability to prioritise and manage tasks
- Friendly, warm personality with excellent interpersonal skills (able to respond to staff, governors, parents, pupils and visitors)
- An eye for detail and accuracy
- Self-motivated with a positive, professional attitude
- Experience of working in a school or educational environment would be an advantage

Terms & Conditions

- Hours: 32.5 hours per week. 08:00 – 15:00 Monday to Friday with a 30 min lunch break during term-time only. To be available up to three working days immediately after the end of each term and three days immediately before the start of each term by arrangement with the Head of Nursery.
- Salary: £18,633 per annum (£21,500 FTE pro-rata)
- Contribution to Stakeholder Pension Scheme
- Free school lunches during term time