



CASTLE COURT SCHOOL

Nursery Assistant

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Baccalaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have just completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We have also introduced a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head

Welcome from the Head





About Us

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s we became co-educational and have steadily grown in size: today we have around 280 pupils, aged from 2 to 13.

Our setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck. We have an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see [our website](#) for evidence!

For administrative purposes it is divided into the Nursery (Badger Cubs and Badgers), Pre-Prep (Reception to Year 2) and Prep School (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, and the Director of Teaching and Learning. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

Our aims are:

- That the child's learning and well-being are at the heart of all that we do.
 - That the educational experience is knowledge-rich, rigorous and well-balanced, and academic expectations are continually exceeded.
 - That each child is nurtured through outstanding pastoral care so that they can flourish inside and outside of the classroom.
 - That each child is provided with a strong foundation and compass for life - prepared with the skills needed for future success in a global world.
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Our Values

We are a Christian Community who have a whole school spiritual assembly on a Monday.

Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative.

In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

Our Curriculum

The Pre-Senior Baccalaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8.

We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, we have just received an outstanding audit which will propel us further in the future.

We are a very forward-thinking school; we have implemented a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we have further enhanced our co-curricular offering, including our Leadership and Activities Week programme.



POSITION DETAILS:

We are looking for an inspirational **Nursery Assistant**.

This is a key role in our lovely Nursery and is as a result of increased demand for places ready for September. Our new team member will **ideally be qualified to work in the Early Years at Level 2 or above, and be willing to work with children of ages 2-4.**

There is potential for us to appoint more than one person.

The position is available from **September 2026** and is **permanent**. We are able to offer full-time (term time, 8am-4.30pm every day) or part-time roles. If you would prefer part-time, please state clearly in your application what your preferred days and hours would be.

Our Nursery Assistants are paid at an hourly rate. A full-time position as detailed will be remunerated at £18,035.49 per annum excluding holiday pay.

This Opportunity



NURSERY ASSISTANT RESPONSIBILITIES:

- To be a Key Worker for a number of children:
 - To participate in planning, assessment, teaching, monitoring, evaluation and record keeping.
 - To be available to communicate and consult with the parents of the children. Similarly, being available to communicate and consult with persons or bodies outside of school
 - To use Evidence Me to write and record observations for parent information
 - To provide observational feedback and contribute to assessments using the Early Years Framework
- To help children to learn as effectively as possible in small groups and individually through:
 - Managing behaviour positively – motivating, encouraging and supporting the children
 - Meeting children's physical needs whilst encouraging independence
 - Ensuring that pupils are able to use the equipment and materials provided
 - Ensuring knowledge of pupils' learning support needs and assisting in the delivery and development of this support
- Contribute to the successful running of the wider Nursery environment through:
 - Actively supervising children and managing the learning environment at all times
 - Actively promoting an ethos of learning through play
 - Establishing a supportive relationship with the Nursery staff and children
 - Helping to set up and tidy away equipment
 - Assisting children with toileting, including cleaning and changing them
 - Administering First Aid for minor problems, recording accidents appropriately, and referring children to the Medical Centre if needed
 - Undertaking administrative tasks related to the Nursery, such as photocopying of resources and creating displays
 - Participating in team planning and contributing to the department as a team member
 - Reporting any issues of concern to the Nursery Manager or Senior Leadership Team as appropriate
 - Carrying out other general duties consistent with a Nursery Assistant role
- Contribute to the wider Castle Court School life by:
 - Having an understanding and appreciation of our school values and aims
 - Attending training and professional development opportunities and contributing to school development
 - Following school policies and procedures, including participating in Early Years Supervision meetings
 - Participating in out of hours events such as concerts, plays, Parents' Evenings and Speech Day
 - Making an appropriate contribution to the extra-curricular life of the school
 - Undertaking other duties as may be reasonably required

Job Description



Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS:

We are seeking to appoint a Nursery Assistant who...

- Is qualified to NVQ Level 2 (or equivalent) or above
- Is enthusiastic, energetic and enjoys contact with children of a young age
- Has a good rapport with children and a keen interest in the Early Years sector
- Has high expectations of children's behaviour
- Works effectively as part of a team
- Builds good working relationships with adults and children

Our expectations of all staff, including those in the Nursery, are:

- To abide by the school's Code of Conduct for staff.
- To maintain positive relationships with pupils, exercising appropriate authority and acting decisively when necessary.
- To be a positive role model to others and demonstrate consistently the positive attitudes, values and behaviour which are expected of the pupils.
- To have high expectations of behaviours, promoting self-control and independence of all learners.
- To be reflective and willing to learn.
- To carry out break duties and other duties as necessary.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures
- To participate in any relevant meetings/ professional development opportunities at the school.

Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement, and the above job description should not be taken as exhaustive.

DESIRABLE QUALITIES:

- Previous experience working with children aged between two and four years
- A willingness to participate in the extra-curricular life of the wider school



How to Apply

APPLICATION

If you wish to apply, please complete the application form available on our website and send it to Katie Johnson, Head, via email to hmsec@castlecourt.com

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted. We will also conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward.

Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Friday 10 July at noon. We would encourage early application where possible.

INTERVIEW DATE: This will likely be held in the week beginning Monday 13 July.

Please note that shortlisted candidates will be given a tour of the school as part of the interview process. We are unable to provide pre-interview tours.

For more information about the school, please visit our website: www.castlecourt.com



CASTLE COURT
SCHOOL