



St Hilda's School

HARPENDEN

Caring, Curious & Confident

Early Years Practitioner Applicant Information Pack 2025

An Independent day school for girls aged 4 to 11

And a Nursery for boys and girls from 2 years



Welcome to St Hilda's Prep and Nursery School

St Hilda's School was founded in 1891 and has been on the current site for over a hundred years. It is an integral part of the Harpenden community and is widely respected for its high standards and nurturing atmosphere. It is nestled in a beautiful locally listed residential area, 0.8 miles from Harpenden train station and a short walk into the 'village'. Harpenden is characterised by Church Green, Leyton Green and the High Street Greens, which give the town its provincial feel. Just to the south of the town centre is Harpenden Common, stretching from the shops in the town centre for more than a mile to the south, encompassing a total of 238 acres. Harpenden is well noted for its fast train service to St. Pancras International, and for the motorist, junction 9 of the M1 motorway is just 3 miles distant.

Recent developments to St Hilda's have included the integration of outdoor learning into the curriculum, an extended sports programme as well as a strong focus on wellbeing. The building was substantially extended in 2013 which has seen the addition of 6 new classrooms and an Art Room, together with existing classrooms being enhanced and adapted, including a new STEM Lab, and a Performing Arts Studio created in 2016. The School was most recently inspected by ISI in February 2024 and passed in all areas, with glowing comments from the inspectors. The pandemic has not diminished the School's ability to adapt and thrive in different circumstances, during which it has gone from strength to strength.

St Hilda's has approximately 140 girls aged 2½ – 11 years, with boys also in the Nursery, and each class (one class per year group) has a maximum class size of 22. From St Hilda's, girls move on to the major independent schools in the area, including Haberdashers, St Albans High School, Berkhamsted and Abbot's Hill. Some girls also board at Queenswood, Haileybury or sometimes further afield, and to some of the very successful local state sector schools. Scholarships are achieved each year across all disciplines.

Head's Welcome

Thank you for taking an interest in this important role. I hope, after reading it, that you will feel that you would enjoy being part of our school. St Hilda's is an extremely friendly place. Our happy children really enjoy coming to school each day and go home excited and enthused about their experiences.

We are looking for a person who collaborates well with management as well as their own teams and is humble enough to roll up their sleeves and be involved in the practical day to day running of our school.

The next few years will be challenging for Independent education, but we fully expect St Hilda's to continue to thrive as Harpenden's niche Proprietorial Girls Prep school. I hope that you will see what makes us a special place and will want to be part of the future here; one that will see change, but also one that will retain the best that St Hilda's represents.

*Dan Sayers
Headmaster
(2015 to present)*



Caring, Curious and Confident – Our Aims

At St Hilda's, we aim to:

- ✓ Nurture and celebrate the individual
- ✓ Foster an inclusive and welcoming school community where mental health and well-being are at its heart
- ✓ Engage each child in a challenging and diverse range of learning opportunities
- ✓ Inspire each child to realise their unique talents and reach for their full potential
- ✓ Celebrate and promote our values actively across our school community



Pastoral Care

The wellbeing of pupils is our top priority. We continually strive to ensure that our children feel cared for and supported. All teaching staff are involved in pastoral care, and we encourage strong communication with parents throughout the children's journey with us.

Our extensive programme of extra-curricular activities has something for every pupil, whether an aspiring scientist or a budding creative artist. From chess to fencing, sport to STEM, our programme of clubs' sparks curiosity, develops skills, and – most importantly – means having fun.

A broad range of musical ensembles are run, as well as choirs and singing groups for all voices. Our strong team of peripatetic teachers also covers a wide variety of popular instruments, including singing tuition.



Person Specification

We are seeking to appoint a dedicated, enthusiastic Early Years Practitioner to join our committed team. The post would suit someone with previous experience in a school or day Nursery, who wishes to nurture the individual strengths and character of our pupils.

The successful candidate will be expected to show initiative in promoting existing activities as well as encouraging new ideas and will work as part of the teaching team in setting, nurturing, promoting, and maintaining a very high standard of behaviour and mutual respect throughout the school, ensuring that all staff play an active role in the pursuit of these standards.

We are also seeking someone with a holistic, caring approach to young children who will be able to show consistent approach and work well with all in the department.

It is essential for the successful candidate to have a minimum of NVQ Level 3 in early years childcare.

The post is for every afternoon session from 11.45.am to 3pm and then continuing into the afterschool sessions from 3pm to 5.45pm. Maximum of 30 hours per week.



Job Description

Accountability

All staff are responsible to the Headmaster for their overall performance.

Professional Duties

The following duties are the professional duties which all teaching staff may be required to perform:

- ❖ All staff are expected to be an integral part of a team that accepts the collective responsibility for the health, education, and welfare of the girls in the school.
- ❖ All staff are expected to assist in the implementation of the aims of the school, which are based upon developing each girl's natural ability to the full.
- ❖ All staff are expected to provide a differentiated curriculum that ensures that all reasonable adjustments are made to enable every individual pupil to access the curriculum and to make optimum progress.
- ❖ All staff are expected to play as full a part as possible in the corporate life of the school, and take a fair share of the supervisory duties and extra-curricular activities in the school.
- ❖ All staff are expected to attend the annual Sports Day.
- ❖ All staff are expected to contribute to the school ethos by upholding discipline and standards of general behaviour around the school.
- ❖ All staff are expected to attend Parents' meetings and major functions, when required by the Headmaster, to include support staff as required. Staff are expected to assist in one evening performance each term.
- ❖ All staff are expected to cover for absent colleagues and, when absent themselves, set appropriate work if possible.
- ❖ All staff are expected to take part in the Staff Appraisal scheme.
- ❖ All staff are expected to maintain good order and discipline among the pupils and safeguard their health and safety, both when they are at school and when they are engaged in authorised school activities elsewhere.
- ❖ All staff are expected to attend CPD training on a regular basis.

Under the guidance of the Head of Early Years, the Early Years Practitioner will be expected to:

Principle Tasks

- Have a sound understanding of early childhood development and the National Curriculum.
- Show respect and care for each child in order for them to succeed in an atmosphere of care and respect observing and encouraging good manners in the children.
- Maintain high standards of hygiene and to be responsible for the pupil's personal cleanliness and comfort.
- To be creative in setting up and providing suitable activities for the girls and boys.
- Assist with playground duties or nap time for the pre-nursery children.
- To learn to use the smartboard for activities/films.
- To maintain an efficient record of those attending and keep a constant headcount.
- To pay high attention to detail in terms of general tidiness. Helping to organise, maintain, and clean equipment and resources that support the Curriculum.
- To uphold high standards in presentation of food/drink and table manners.
- To uphold all the safeguarding principles and report any incidents to the appropriate staff or log on our MIS system.
- To remain calm in an emergency and be aware of fire evacuation procedures.
- To undergo First Aid Training.
- To work well in a team and be a welcoming face for the parents with good communication skills. Encourage, establish, and maintain a working partnership with parents/carer.
- To be vigilant about the safeguarding of the children in your care and their welfare at all times.
- To attend INSET training days and meetings before each term begins.
- Maintain and respect confidentiality where appropriate.
- Attend in-service training courses as appropriate, to extend own skills and knowledge. To take part in meetings in order to assist in long, medium- and short-term planning.

Person Specification

Essential	Desirable
NVQ Level 3 or equivalent in Childcare.	Experience of working with young children, perhaps as a parent or voluntary worker (e.g. as a Brownie or Cub leader).
We will organise training if required	Food Hygiene Certificate L2
We will organise training if required	Pediatric First Aid Training
Good education to GCSE level in literacy and numeracy, or the equivalent	Experience of working in a day care setting
Experience of working in a school setting	

- Ability to inspire, motivate and maintain the enthusiasm of every child.
- Ability to work on their own initiatives and to prioritise tasks as well as work in a team.
- Ability to maintain safe and tidy standards in all working areas.
- To present a pleasant and polite manner with parents and other adults.
- Knowledge and confidence in the use and delivery of IT.

Knowledge and Understanding

The Early Years Practitioner should have knowledge and understanding of:

- The needs of young children
- Child development and the ways in which children learn;
- The roles played by various adults in a child's education;
- Behaviour management strategies;
- Equal opportunities
- Safeguarding

Skills

The Early Years Practitioner will be able to:

- Help staff to achieve their objectives;
- Assist children on an individual basis, in small group and whole class work;
- Explain tasks simply and clearly and foster independence;
- Supervise children, and adhere to defined behaviour management policies;
- Accept and respond to authority and supervision;
- Work with guidance, but under limited supervision;
- Liaise and communicate effectively with others;
- Demonstrate good organisational skills;
- Reflect on and develop professional practice;
- Display work effectively and make and maintain basic teaching resources.
- Monitor, record and make basic assessments about individual progress.

It should be noted that a job description is not an exhaustive list of tasks, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary. Please note that whilst the job description covers the anticipated role, it is expected that it will be tailored to suit the strengths of the successful applicant.

Remuneration and Benefits

St Hilda's has its own salary scale and mostly follows the Herts Scale, our academic year lasts for 34 weeks per academic year only. The post will be remunerated according to experience.

- The school offers a fee remission of 30% for children of members of full-time staff educated at St Hilda's
- Scottish Widow pension scheme
- 34-week academic term
- Complimentary working lunch /tea/ coffee / biscuits
- Cycle to Work and Tech Schemes
- Plenty of on street parking
- Access to use of confidential counselling help line
- Access to a laptop/desktop with Microsoft 365 for school use
- Support with continuing professional development



Work with us

St Hilda's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.

To apply for this position please visit the vacancies page on our website and complete the St Hilda's application form for Support Staff, along with a short cover letter and a copy of your CV <https://www.sthildasharpenden.co.uk/about-us/vacancies/>

You should email your covering letter and completed job application form should be sent to the Head's PA Mrs Salyani at hr@sthildasharpenden.co.uk or call 01582 712307 to discuss further.

Application Process

Closing date: 10am Friday 31st January 2025

Start date: March 2025 or ASAP

Successful applicants will be called for interview in the week commencing 3rd February 2025.

School visits are welcomed, and early applications are encouraged as we reserve the right to call suitable candidates to interview prior to the closing date.

Thank you for taking the time to read this application pack and for considering
St Hilda's School Early Years Practitioner as your next role.



"We love the supportive ethos of the school. The pupils are always overjoyed when one of their classmates achieves something extra special. We are so pleased we chose St Hilda's".



St Hilda's School

HARPENDEN

Caring, Curious & Confident

Address: St Hilda's School, 28 Douglas Road, Harpenden, Hertfordshire AL5 2ES

Telephone: 01582 712307 **Email:** office@sthildasharpenden.co.uk **Web:** www.sthildasharpenden.co.uk

Headmaster: Mr Daniel Sayers