



The Abbey



Nursery Opportunities

Come join us at Little Knellies Nursery, where every day is a new opportunity to grow, learn, and make unforgettable memories!





We're delighted to be recruiting for a number of opportunities at our Nursery. If you are just beginning to explore a career in early years or if you have proven experience in this setting, we have exciting roles available and are able to support your career development and progression.

We are passionate about our early years provision and the varied activities that are available to our children. Dependent upon your role you will have the opportunity to work with a group of children as their key worker alongside larger group activities both within the Nursery setting and specialist lessons, such as Drama, Music and Ballet.

Introduction





Welcome from the Head of The Abbey Junior School

The Abbey Junior School is a vibrant, nurturing community where girls are encouraged to be themselves, explore their passions and achieve extraordinary things every day.

From their very first steps with us in Little Knellies Nursery, our students benefit from exceptional teaching, excellent facilities, resources and a wide-ranging curriculum delivered by dedicated form teachers and specialists. Strong links with our Senior School create a seamless, stimulating learning journey that supports each girl's academic growth from the very beginning.

Our curriculum is rich, diverse, and designed to spark curiosity, creativity and a lifelong love of learning. Rooted in real-world experiences and hands-on discovery, it fosters confidence, independence and a deep sense of global awareness, preparing our girls to thrive in an ever-changing world.

Wellbeing is at the heart of all we do. We believe that children learn best when they feel happy, safe and valued. With small class sizes and a warm, inclusive atmosphere, each girl is known and supported as an individual. This personalised approach helps every child flourish academically, socially and emotionally.

Above all, we want our students to come to school each day with a sense of excitement.

We warmly invite you to come and visit and see for yourself what a special place The Abbey is.

Mrs Beccy Newton

A handwritten signature in black ink, appearing to be 'BN' or similar, enclosed in a circular flourish.



Role Description

Key Responsibilities

- Support children's learning and development through play
- Work with individuals and groups of children to support their learning
- Provide for the general welfare, safeguarding and pastoral care of children
- Perform organisational and administrative tasks to support the running of the nursery, including planning activities to support children in their progress towards early learning outcomes
- Be self-motivated and to liaise with members of staff throughout the school/nursery working effectively as a member of the team
- Assist with displays, general classroom organisation and productions
- Attend educational visits supporting the students' learning and may have the opportunity to attend residential visits
- Share children's learning through updating Tapestry, report writing and meeting with parents

Person Specification and Qualifications

- Experience of working in a nursery/preschool setting (essential), with insight into EYFS requirements
- An ability to build good working relationships with both students and adults
- Good organisational skills
- Flexibility and creativity
- A passion for supporting children's personal and academic development
- Ability to manage groups of students and support the individual needs of each child in our care
- Friendly and professional
- Proactive and prepared to get involved, including contributing your own ideas
- Excellent communication skills, both verbal and written
- GCSE's in English and Maths (or equivalent)
- A minimum of NVQ Level 3 or NCFE/Cache Level 3 Diploma for the Early Years Workforce (Early Years Educator)





Location, estates and facilities

The Abbey's town centre location places us at the heart of a thriving, busy and diverse community, whilst our extensive coach network helps us provide accessibility from locations across Oxfordshire and Berkshire for both Junior and Senior girls.

As one of the most vibrant towns in the UK, with a focus on technology and innovation industries, Reading offers wonderful opportunities, from the glories of the Chilterns and the Thames, and beautiful parks, to outstanding shopping and a constantly evolving cultural and restaurant scene.



Whilst we embrace the benefits of being a town centre school, with a solid urban vibe, we have excellent sporting facilities, with astros, tennis courts, netball courts, a large gymnasium, and an impressive fitness suite. These facilities are supplemented by partnerships with Reading University, Reading Rowing club at the Redgrave Pinsent rowing lake, and other excellent local facilities.

We were delighted to host the national GSA event of Girls go Gold in September 2023. Governors have made a substantial investment in the estate over the past few years.

Our Junior School has been extended and remodelled, with imaginative new spaces to enable girls to go way beyond a conventional curriculum, the recent refurbishment of Knell House provides a welcoming and age-appropriate setting for Little Knellies nursery. The buildings sit in the Christchurch Conservation area, five minutes up the hill from the Senior School.

Our heated indoor pool, complete with diving boards, is in the heart of our Senior School building and all girls, including the very youngest, have timetabled swimming and other water activities. All our classrooms are well equipped to support effective teaching and learning, including IT resources to support the school's one to one digital device policy.



Terms of appointment

We are open to full-time/part-time interest and a competitive salary reflecting qualifications and experience will be offered. We also have opportunities for apprenticeships.

All eligible, non-teaching employees will be automatically enrolled into the non-contributory Group Pension Scheme, run by ReAssure after 3 months employment with the school. The School contributes 8.35% of the monthly salary into the pension scheme.

Appointment process and how to apply

Applicants should complete The Abbey's application form and provide a covering letter which fully addresses the competencies as described in the job description and person specification and outlines their interest in The Abbey.

The Abbey is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo an enhanced disclosure through the Disclosure and Barring Service.

Protecting your personal data is of the utmost importance to The Abbey and we take this responsibility very seriously. The information that you provide on this form will be used to process your application for employment. The personal information that you provide will be stored and used in a confidential manner to assist our recruitment process. More details as to how we will process your data is set out in the Recruitment Privacy Notice and Data Protection policy.

If you succeed in your application and take up employment with The Abbey, the information will be used in the administration of your employment. We may check the information provided by you on this form with third parties.



Abbey Life & Benefits



The Abbey



3 Course Meal
Dining



Electric Vehicle
Leasing Scheme



Free Parking



Cycle to Work
Scheme



Sports Facilities



Employee Assistant
Programme (EAP)



Pension



Income Protection



Family Friendly
Policies



Concessions &
Discounts



Private
Healthcare
Scheme



Interest Free
Ticket Loan



Professional
Development



Staff Accommodation
(subject to availability)



IT equipment &
Resources



Key dates

