



Candidate Information

Nursery Assistant

March 2026

SUTTON VALENCE SCHOOL



Broadening Horizons.
Since 1576.



A Warm Welcome

Sutton Valence School (SVS) has been inspiring pupils since 1576. Our greatest strength is our community. Staff, pupils and parents enjoy mutual respect and kinship that allows each individual to embark on a unique educational journey; a journey fuelled by self-confidence, hard work and high academic standards. It is a Co-Educational Day and Boarding School for ages two to 18 and a member of various organisations such as HMC, BSA, IAPS and ISBA. It is a School with a great heart that values individuality and ensures that every pupil enjoys their own, unique journey through formative years of their education.

The **Senior School** is located in the beautiful traditional village of Sutton Valence in Kent. It currently has 560 pupils (11-18), with around 20% boarding either part or full time.

The **Prep School** - just a few minutes' drive or a short walk down a lovely track – has around 260 students aged 2-11 between its three phases – Nursery, Pre-Prep and Prep.

The School is part of the **United Westminster and Grey Coat Foundation**. This enables the School to work collaboratively with other member schools of the Foundation and also provides invaluable professional support, guidance and development. More information about the Foundation can be found [here](#).

The **HIKSVS International School in Tianjin, China**, is the most recent addition to the Sutton Valence School family having opened in August 2017, offering a British style education in a very different cultural setting. The School has been very successful since its opening and it works closely with the Governors and Leadership of Sutton Valence School. More information about HIKSVS can be found [here](#).

The School has excellent facilities both indoors and outdoors; a full-size AstroTurf, tennis and netball courts, extensive sports fields, a superb indoor swimming pool, a sports hall, permanent cricket nets and an athletics track.

Vision, Mission and Ethos

Vision

Through our community values, broad curriculum, and extensive enrichment opportunities, we believe that all young people at Sutton Valence School will be inspired and supported to fulfil and exceed their potential. We want our students to be open-minded individuals who possess a love of learning, are confident not arrogant, and have a strong set of values reflecting our principles as a Christian Foundation.

Mission

Our Mission is to have a School where one will find:

Care

A caring, safe, supportive and kind community for the education of children aged 2 to 18, in a day and boarding environment;

Challenge

A challenging, relevant and broad curriculum encouraging curiosity, delivered in ways that allow all to achieve;

Choice

An outstanding range of creative, cultural, social and physical activities so that all can develop skills such as self-discipline, commitment, leadership and teamwork;

Culture

A culture of curiosity and celebration of diversity which promotes excellence, independence and high standards, whilst providing support to all who need it;

Community

A grounding in moral and spiritual understanding which promotes respect for others, along with self-respect, enabling all to contribute positively to their School community and the world beyond it.

Ethos

A community where each cares for all and individuality is cherished.



Terms and Conditions

We are looking for a Full Time Nursery Assistant to join our outstanding Nursery team for from March 2026. The Nursery is open from 7.30am to 6.00pm. The Nursery Manager works closely with the Nursery Assistants to ensure all hours are covered. Your hours will be agreed with you in advance to suit the needs of the Nursery each week and will include some 7.30am starts and some 6.00pm finishes. The starting rate of pay is £26,706 per annum.

The annual holiday entitlement is five weeks, in addition to Public Holidays.

Our Nursery team strive to meet the individual needs of our children, giving them the social skills and confidence they need in their formative years and providing them with a sound platform for transition into school life.

This post requires someone who loves working with and caring for children, and a confident user of ICT. They must be a self-starter who is able to work on their own initiative and as part of a team, and someone who would be able to help maintain high standards, good order and a happy, warm, stimulating and secure learning environment for our children.

We welcome applications from Nursery practitioners who are qualified to **at least** NVQ Level 2, CACHE, or equivalent. It is expected that the successful candidate will have knowledge and experience of EYFS, and within a School environment is desirable. Our Nursery Assistants will work with the Nursery Manager, Pre-School Lead and team to deliver a flexible, high-quality education and care to meet the needs of the children and their families throughout the year.

Key Responsibilities

- To work with the team to deliver a flexible, high quality education and care to meet the needs of the children and their families;
- To plan and carry out observations on children as needed;
- To understand the role of children's play in their physical, intellectual and emotional development;
- To be familiar with the aims and standards for learning in use at the Nursery - the Early Years Foundation Stage;
- To promote positive images for all children in the pre-school's care by introducing appropriate activities to encourage equal development for both sexes, fostered through language, play and other activities;
- To provide input to Nursery planning. To plan, carry out and evaluate activities for all children including differentiating where necessary to promote inclusion;

- To keep developmental records of key group children including updating Learning Journeys, regular evaluations of children's development and contribute to a Transition Report when appropriate;
- To attend to the needs of the children including personal care at Nursery whilst they are in our care ensuring that they are safe, happy and stimulated to enable them to enjoy their time at Nursery;
- To be fully involved in the children's play, nurturing the children's own creative potential through the activities offered and encouraging their full development;
- Hold a current paediatric first aid certificate and food hygiene certificate and be responsible for their updating;
- To report any safeguarding concerns over children and liaise with the appropriate external agencies, preserving confidentiality as necessary;
- Comply with the School's policies and procedures for child protection, countering bullying and positive handling, and be aware of the appropriate response needed in these areas;
- To demonstrate a commitment to parental participation, recognising the individual needs of the parent and offering support to the parents where appropriate;
- To ensure the safety and security of children in the Nursery. To have a knowledge of health and safety procedures and to be prepared to carry them out;
- Carry out ongoing cleaning of the Nursery equipment to ensure the Nursery is tidy, safe, clean and secure for children, staff, parent/carers and visitors;
- To provide an environment that adheres to the Vision, Mission and Ethos of the School.



Join Our Team at Sutton Valence School

How to Apply

To be considered, applicants must complete the official application form in full. Please note that CVs will not be accepted as a substitute.

Your covering letter should highlight:

- The skills and attributes you would bring to Sutton Valence School;
- How your experience aligns with the role;
- Specific details of experience and achievements.

Submit your completed [application and monitoring form](#), along with your covering letter, to hradmin@svs.org.uk.

Alternatively, post your application to:
Assistant Bursar
Sutton Valence School
North Street
Sutton Valence
Kent ME17 3HL

Application deadline: Friday 6th February 2026

Please note: We reserve the right to appoint before the closing date.

Not sure if you meet every requirement? Research shows that women and people of colour often hesitate to apply unless they meet every single qualification. At SVS, we are devoted to fostering a diverse and inclusive workplace. If you're excited about this role but your experience doesn't align perfectly with every detail, we still encourage you to apply — you might be exactly who we're looking for.

Sutton Valence School is committed to safeguarding and promoting the welfare of children and young people. All applicants must be willing to undergo appropriate child protection screening, including:

- Checks with past employers;
- Enhanced Disclosure and Barring Service (DBS) check;
- Declaration of medical fitness.

It is a criminal offence to apply for this role if you are barred from engaging in regulated activity with children.

All applicants are expected to read the School's [Child Protection Policy](#) prior to interview.

Sutton Valence School is an equal opportunities employer.



Benefits to Working at SVS

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work. Classrooms are well resourced. All teaching staff have their own devices, and our ICT facilities are regularly upgraded to support the latest teaching initiatives. Excellent discipline, support and pastoral systems help ensure successful teaching and learning.

Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 50% for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis. Support Staff working less than 52 weeks are deemed part time.

Staff Development

The School has a strong commitment to professional development with a substantial budget for whole School training and individual courses, support towards degrees, teaching qualifications and apprenticeships.

Staff Social Events

The School holds social events such as an end of year BBQ, staff drinks and canapes with the Headmaster at the start of the year, regular staff drinks at SVPS and the Support Staff Christmas Lunch.

School Meals

Lunches during term time are provided at no cost by our excellent caterers. Complimentary tea, coffee and other refreshments are available throughout the day.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80% of contributions, based upon length of service. Further information is available from the Bursary.

Pension

Academic staff are offered membership to the TPS or to the APTIS DC Scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

Support Staff are offered the opportunity to join a defined contribution (DC) scheme TPT, and currently offer two levels of contribution. With Option One, the employee contributes 5% of their salary, and the School contributes 3%. With Option Two, the employee contributes 7% and the School contributes 14%.

Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports. The Prep School has both an outdoor swimming pool and play equipment available for staff to use.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. The Senior site has five EV charging points, and both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically, this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

Eye Tests

If you need to use a computer for a significant amount of time a day for your job, you may be eligible for a free eye test.



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SVS.ORG.UK

A member of The United Westminster and Grey Coat Foundation
Registered Charity No. 1181012
Founded in 1576 by William Lambe