



# Pre-School Practitioner

## Information for Applicants

### January 2026





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# About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



# Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

*Peter Marchant*  
Chief Executive Officer (CEO)

# About Cavendish School

Cavendish School was established on this site in 1979, but the building was first opened as a girls' high school in 1939. An extension was built in 1982 and further programmes of building and refurbishment have been completed in the intervening years. The school opened as a 5-16 all through school in 2015, with two reception classes. The major extension for the primary phase was opened in 2016.

Today Cavendish is an oversubscribed School, catering for the 2-16 age range. We have a planned admission number of 60 in each year group in the primary phase and 180 for each year group in the secondary phase. The pre-school has 30 spaces available on each school day.

Pupil outcomes in both phases are consistently significantly above national averages for attainment and progress. The school has been named in the Times newspaper "Best 500 schools nationally". OFSTED noted "the ethos, combined with the very effective education provided here, enables pupils to achieve exceptional well"

In 2025, Cavendish School proudly achieved OUTSTANDING ratings from Ofsted in all areas. Inspectors noted at the time, "The school developed a highly ambitious curriculum. It took full advantage of the all – through model by setting out what pupils should learn from the early years to Year 11.' This recognition highlighted our commitment to a seamless and exceptional educational journey for every pupil."

Staff development and wellbeing is a priority of the Trust and was again noted by Ofsted. "The schools leadership is highly strategic". Teachers are proud to belong to the school and feel valued because of the priority it places on their professional development"



# Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





## JOB DESCRIPTION 1/2

<b>JOB TITLE</b>	Pre-School Practitioner
<b>GRADE</b>	Single Status Grade 4
<b>RESPONSIBLE TO</b>	Pre-School Teacher / EYFS Lead

### **JOB PURPOSE**

To work effectively as part of the pre-school team, to provide a safe, stimulating and caring environment for children aged 2-5.

### **KEY TASKS**

1. To implement and embed all aspects of the Early Years Foundation Stage Curriculum to the highest standard.
2. To observe, plan, monitor and accurately record each individual's development in accordance with The Early Years Foundation Stage Curriculum with support from pre-school staff.
3. To work in partnership with school staff and other professionals to improve outcomes for children.
4. To communicate with parents/carers about the day to day needs of the children by fostering parental involvement, encouraging positive parenting skills and to attend parents evenings/open days as required.
5. Attend and contribute to staff meetings, team training days and other meetings within the setting and the pre-school and with partner organisations.
6. To have a clear understanding and be able to fully implement Safeguarding Policies and Procedures, with a responsibility for ensuring children's welfare is paramount.
7. To undertake training as appropriate to keep up to date with changes in legislation and to embrace new initiatives.
8. To have a clear understanding of their specific responsibilities to include Health and Safety and ensure that the guidelines are adhered to.
9. To maintain records and documentation that complies with the statutory requirements of the EYFS.

## JOB DESCRIPTION 2/2

10. To keep up to date with developments in childcare, early education and parent support.
11. To support, maintain and review systems (IT based or administrative) to ensure the smooth running of the pre-school. This will include understanding and supporting the pre-school IT system to calculate staff ratios, children booking patterns and ensuring our contacts are up to date.
12. To generate and send monthly invoices to parents and to ensure receipt of payment. Follow up with parents on outstanding balances and liaising with the pre-school Teacher to ensure all balances are paid.
13. To maintain the pre-school finance emails and to liaise and communicate effectively with the finance team. Support pre-school applications as required.
14. A flexible approach to working including wider pre-school activities and supporting pre-school colleagues.

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- *This job description sets out the duties of the post at the time it was published.*
- *The hours and the job description may be modified depending on the needs of the MAT*
- *The post holder may be required from time to time to undertake other duties within the trust as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.*
- *Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the MAT*

**PERSON SPECIFICATION**

**Pre-School Practitioner**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Recognised level 2/3 Qualification in Early Years (NVQ, BTec Certificate/Diploma).</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of attending further training / achieving additional qualifications;</li> <li>• Qualified in Paediatric First Aid.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience within childcare.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of being a key person in a childcare setting.</li> </ul>
<b>KEY SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to follow instructions and work on own initiative as necessary;</li> <li>• Communicate effectively with parents, carers and other professionals;</li> <li>• Keep accurate admin and financial records;</li> <li>• Implement high health and safety standards;</li> <li>• The ability to record individual needs and monitor progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting positive parenting skills.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of the EYFS;</li> <li>• Understanding of children's development;</li> <li>• Understanding of Child Protection and Safeguarding Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of current legislation;</li> <li>• Knowledge of pre-schools.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Pro-active and self-motivated approach to work;</li> <li>• Commitment to continuing professional development;</li> <li>• Work flexibly as part of a team.</li> </ul>	
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• To be able to work flexibly including occasional early mornings and evenings.</li> </ul>	

# Staff Testimonials

*From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.*

**- Primary Teacher**

*Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.*

**- Secondary Teacher**

*The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.*

**- Teaching Assistant**



# How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

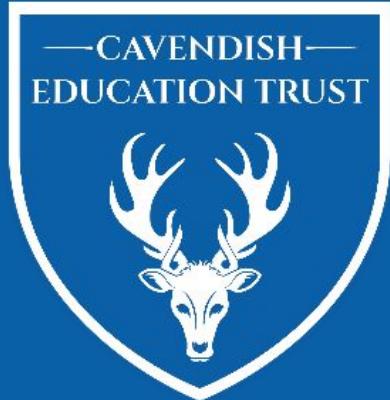
Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email [hr@cet.uk](mailto:hr@cet.uk)



# Cavendish School

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