

# Nexus Education Schools Trust

## Manor Oak Primary School



### Teaching Assistant Maternity Cover Recruitment Pack



Nexus Education Schools Trust

# Job Advert

## Exciting Opportunity at Manor Primary School!

Behind every great class is a Teaching Assistant who transforms lessons into lasting impact. At Manor Oak Primary School, we believe a TA is more than just classroom support - they are the bridge between instruction and inspiration, the guide who turns confusion into clarity and the cheerleader for every "I get it!" moment.

A Teaching Assistant is the heartbeat of the classroom – bringing energy, empathy and encouragement to every child's learning journey. You will help shape minds, ignite curiosity and create a space where every student feels seen, supported and empowered to thrive.

### What We Are Looking for:

- Previous experience working with children, ideally in a primary school or early years setting
- A proactive and compassionate individual ready to make a real impact

**Join us in creating a nurturing and inclusive environment  
where every child can thrive.**

<b>Salary</b>	S4 Outer London (£28,617-£29,025 FTE) (Actual £12,935-£13,120)
<b>Location</b>	Manor Oak Primary School Sweeps Lane Orpington BR5 3PE Tel: 01689 828099 <a href="http://www.manoroakprimaryschool.co.uk">www.manoroakprimaryschool.co.uk</a>
<b>Hours</b>	19.5 hours a week (Monday to Wednesday 8.30am - 3.30pm) Term time only, 38 weeks/year with additional days for INSET training which can be claimed for on a timesheet. Maternity Cover Contract
<b>Reports to</b>	Senior Leadership
<b>Start Date</b>	13 April 2026
<b>Closing Date</b>	Midday on Friday 06 February 2026 <b>Email application forms to <a href="mailto:rday17@mop.nestschools.org">rday17@mop.nestschools.org</a></b>
<b>Interviews</b>	Week Commencing 23 February 2026 <i>We reserve the right to interview suitable candidates prior to the closing date.</i>

# Manor Oak Primary School

Welcome to Manor Oak, a school where children are at the heart of everything we do. We take immense pride in our talented pupils, our vibrant and diverse community and the achievements we celebrate together. At Manor Oak, every child is valued, nurtured and inspired to be the very best they can be.

We believe in developing the whole child - academically, socially, emotionally and morally - ensuring they are well-prepared for the next stage of their education and beyond. Our inclusive and welcoming ethos creates an environment where every child feels safe, supported and empowered to thrive.

Manor Oak is a place of rich experiences and high-quality learning. From the first steps in our 2-year-old room to their journey through nursery, reception and all the way to Key Stages 1 and 2, our pupils grow in a culture of resilience, independence and aspiration. We aim to unlock every child's potential, guiding them to discover their strengths, build confidence and dream big.

Our holistic approach to education ensures that each child's academic growth is paired with emotional and social development. We foster kindness, curiosity and a love for learning while celebrating individuality and diversity. Our school is more than just a place of learning - it's a community where every child matters, and every voice is heard.

**At Manor Oak, the journey is as important as the destination and we are proud to guide our pupils toward a bright and limitless future.**

**Nexus Education Schools Trust (NEST)** a rapidly growing Multi-Academy Trust with 19 vibrant primary schools and 1 all through special educational needs school across Bromley, Kent, Lewisham and Southwark. Over the past five years, we have invested in state-of-the-art facilities, ensuring our schools provide exceptional learning opportunities for every pupil.

We are proud partners with a number of multi-academy trusts and groups of maintained schools, creating a collaborative network that enhances educational experiences across the region. As part of our commitment to developing outstanding teaching, we also oversee the Thames South Teaching School Hub, delivering high-quality teacher training and professional development in Bromley, Bexley and Greenwich.

At NEST, we believe in the power of collaboration. Our schools are united by a shared dedication to creating a culture of continuous learning, where inclusion is at the heart of everything we do. Each school plays a vital role in building a strong, interconnected professional learning community, driving success across our entire trust.

We are driven by a clear, moral purpose:

**"To provide excellence and opportunity for all, transforming lives through education and inspiring the leaders of tomorrow"**

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

# Nexus Education Schools Trust

## We're proud to offer:

- **Endless Growth Opportunities:** Access to ongoing professional development to help you thrive in your career.
- **Thriving Partnerships:** Strong collaborations with schools to enhance your impact and network.
- **A Happy and Supportive Team:** Work alongside a motivated, friendly, and encouraging group of professionals. We are committed to helping you achieve your professional goals.
- **Comprehensive Training and Development:** NEST supports the continuous growth of all our staff.
- **Course and Qualification Opportunities:** Enhance your skills for your current role or prepare for future opportunities.
- **Career Advancement:** Gain qualifications that can help you progress within the organisation.
- **Resources You Deserve:** A well-equipped environment with the tools and support you need to succeed.
- **Innovative Culture:** Join an organisation that values creativity, teamwork and fresh ideas.
- **Exclusive Perks:** Enjoy staff benefits like the Cycle to Work scheme and technology discounts.
- **Special Discounts:** Gain access to CSSC Benefits, BHN Extras and Blue Light Card savings, making your life outside work even better.

# Welcome from the CEO

Dear Candidate,

Thank you for expressing your interest in joining **Nexus Education Schools Trust**. We are delighted that you are considering becoming a part of our community.

This is an incredibly exciting time for our schools, as the Trust continues to grow and thrive. Currently, all our schools are rated as good or outstanding, with strong leadership teams dedicated to delivering a rich variety of opportunities and outstanding outcomes for every pupil.

At **Nexus Education Schools Trust**, we are guided by a vision to empower individual academies to flourish with true autonomy while fostering a strong culture of support and collaboration across all our schools. Central to everything we do is a commitment to making child-centred decisions and choices.

## Our mission is to:

- Nurture every individual,
- Provide exceptional educational opportunities and outcomes,
- Empower all to succeed, and
- Transform the life chances and
- Transform the life chances and aspirations of our pupils, equipping them to thrive as fulfilled individuals in an ever-changing world.

We also celebrate the uniqueness of each school's community and the vital contributions they make to ensuring the best education and experiences for our pupils. Every school is fundamental to our collective success. We firmly believe that, together, we can achieve more—delivering higher educational outcomes, broader opportunities for our pupils, and enhanced prospects for our staff and communities.

As a member of NEST, you will join a Trust that champions collaboration, mutual support, and a shared commitment to excellence. We are looking for individuals who:

- Share our values and vision,
- Are enthusiastic about working collaboratively with colleagues both within and beyond their school,
- Are dedicated to continuous development and professional excellence, and
- Are passionate about providing the highest standards and opportunities for all children.

We hope this information inspires you to take the next step in your career with us. We look forward to receiving your application and wish you the very best as you consider this exciting opportunity.

Regards

Paula Farrow OBE  
CEO  
Nexus Education Schools Trust



# Teaching Assistant - Job Description

## Main Purpose of the Role:

In this role, you will support the educational, spiritual, moral, social, and cultural development of pupils, working closely with teachers to deliver high-quality lessons and engaging activities. You'll provide targeted one-on-one or small group support to help meet individual learning needs, while contributing to a safe, nurturing, and stimulating classroom environment. Collaboration with staff will be key, ensuring that every child is given the opportunity to reach their full potential.

## Key Responsibilities and Tasks:

### Support for Pupils

- Attend to pupils' personal needs and implement individual care programmes, including those related to health, hygiene, first aid and welfare.
- Supervise and support pupils to ensure their safety and access to learning.
- Build positive relationships with pupils, acting as a role model and responding to individual needs.
- Promote inclusion and acceptance of all pupils, encouraging participation and independence.
- Support pupils in engaging with teacher-led activities and peer interactions.

### Support for Teachers

- Prepare the classroom for lessons and assist with tidying and displaying pupils' work.
- Monitor and report on pupil progress, behaviour and achievements to the teacher.
- Maintain accurate pupil records as requested.
- Assist in managing pupil behaviour and report concerns appropriately.
- Provide general administrative support, including photocopying, filing and collecting money.

### Support for the Curriculum

- Help pupils understand instructions and stay engaged in learning tasks.
- Support pupils in literacy, numeracy, and ICT activities as directed by the teacher.
- Prepare and maintain learning resources and equipment, assisting pupils in their use.

### Support for the School

- Comply with school policies and procedures, including those related to safeguarding, health and safety and data protection.
- Maintain confidentiality regarding pupil and school matters.
- Promote equality and diversity, ensuring all pupils have access to learning opportunities.
- Contribute to the school's ethos and aims, supporting colleagues and attending relevant meetings.
- Supervise pupils outside of lesson times, including before and after school.
- Participate in training and professional development activities as required.

### Health and Safety

- Take responsibility for your own health, safety and welfare and that of others who may be affected by your actions.
- Co-operate with the school on all matters relating to health, safety and welfare.

### Continuing Professional Development

- Participate in the school's Performance Management Scheme.
- Undertake professional development as identified to enhance your role and impact.

### Additional Information

This job description outlines the main duties and responsibilities of the role but is not exhaustive. You may be required to undertake other duties of a similar level as directed by your manager. Reasonable adjustments will be made to support disabled applicants or employees. The job description may be reviewed and amended in consultation with you, and you will have the opportunity to discuss any changes with your line manager. You may be accompanied by a trade union representative if you wish.

# Teaching Assistant - Job Description

## Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. Because the post allows substantial access to children, candidates are required to comply with Trust safeguarding and DBS procedures.

## Policies and Procedures

Ensure full awareness of, compliance with, and adherence to all school policies and procedures relating to the management, teaching and learning within the school.

## Contacts and Relationships

Deliver the expected standard and level of service, identifying and reporting any shortfalls or opportunities for improvement. Consistently uphold high professional standards in attendance, punctuality, appearance, conduct and maintaining positive, respectful relationships with pupils, parents/carers and colleagues.

## Equalities

Actively enforce the school's equal opportunities policies and fulfil all statutory responsibilities to ensure fairness, inclusivity and respect for all individuals in every aspect of service delivery.

## Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST are the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

For further information please refer to our Data Protection Policy  
<http://nestschools.org/nest-policies/>

# Teaching Assistant - Person Specification

## Essential Knowledge & Experience

- Experience working with or caring for children of primary school age - you understand their world and how to support them in it.
- A strong team player who understands the dynamics of the classroom and your vital role within it.
- The ability to build positive, respectful relationships with both children and adults.

## Skills & Abilities

- Confident in literacy and numeracy, with the ability to support learning across the curriculum.
- Comfortable using ICT to enhance learning, including interactive whiteboards and classroom tech.
- Familiar with school policies, codes of practice, and safeguarding legislation - or eager to learn.
- A basic understanding of child development and how children learn best.
- Reflective and proactive—able to evaluate your own learning needs and seek out opportunities to grow.
- Excellent interpersonal skills—you connect easily with others and communicate clearly.

## Desirable Extras (Not Essential, But a Big Plus!)

- First Aid training - ready to respond when it matters most.
- NVQ Level 2 (or equivalent) in Supporting Teaching and Learning, or relevant experience.
- Familiarity with Keeping Children Safe in Education guidance.

## Personal Qualities That Shine

- Organised, punctual, and reliable - you help keep the day running smoothly.
- Proactive and confident in using your initiative, while knowing when to seek guidance.
- Motivated to grow and develop your practice - you're always learning.
- Empathetic and emotionally intelligent - you notice the little things that make a big difference.
- A great sense of humour - you bring positivity and warmth to the classroom.
- Resilient and adaptable - you stay calm and focused, even when things get busy.



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## The application process

**Nexus Education Schools Trust** is committed to safeguarding and promoting the welfare of children and young people in its schools. We comply with the statutory legislative requirements and guidance, including 'Keeping Children Safe in Education', and we follow a rigorous selection process which seeks to discourage and screen out unsuitable applicants.

### Safer Recruitment

Our job descriptions and person specifications confirm individual responsibility for safeguarding the welfare and well-being of children and young people. All posts are subject to Enhanced Disclosure and Barring (DBS) checks.

### Application Stage

We require all applicants to complete our Application Form which seeks to elicit the information we require to undertake the shortlisting process and to assess the applicant's suitability for the post they have applied for. We do not accept CVs in place of a completed Application Form. We reserve the right to reject any applicant who has failed to fully complete our Application Form.

### Shortlisting

Only those candidates who meet the criteria outlined in the person specification will be shortlisted. We carry out online and social media searches as part of our due diligence on shortlisted candidates. If we identify any of concern to us, then this will be raised and explored during the interview.

### Interview

1. Shortlisted candidates will take part in an in-depth interview and selection process.
2. Employment references will be sought before an interview.
3. Candidates will be asked to complete a Self Declaration Form in respect of their criminal record and to return this prior to the interview.
4. Candidates will be asked to address any discrepancies, anomalies, or gaps in employment in the application form including their employment history. Candidates will be invited to discuss any disclosures in their self-declaration form and any queries we have arising from the information provided in their employment references and/or our online and social media searches.
5. Proof of right to work in the UK and any relevant qualifications must also be provided at the interview.

### Appointment

An offer of employment is conditional upon us being satisfied with the outcomes of all the following checks:

- Verification of the candidate's identity.
- An Enhanced Disclosure and Barring Service Certificate (DBS) including a Children's Barred List check
- An assessment of fitness to work to ensure that a candidate has the health and physical capacity for the job
- Overseas criminal record and overseas professional registration checks where a candidate has lived, worked or qualified overseas
- Verification that the candidate is not the subject of a prohibition order or section 128 direction made by the Secretary of State
- Compliant employment references
- Verification of qualifications and professional registrations relevant to the candidate's role
- Verification of the candidate's right to work in the UK
- Verification that candidates employed in reception classes, or wraparound care for children up to the age of 8, are not disqualified from working in these settings under the 2018 Childcare Disqualifications Regulations.

On appointment and annually thereafter, all colleagues are required to undertake Safeguarding training, Cyber Security training, GDPR training and to reaffirm and disclose any changes to their criminal record, and to read and confirm their adherence to Part 1 of Keeping Children Safe in Education, our child protection and safeguarding policy, behaviour policy and code of conduct (which includes our requirements in respect of ethical and professional standards and professional boundaries). All school based staff will be required to undertake first aid training.



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Our contracts of employment place an ongoing requirement on all colleagues to immediately notify us if they are the subject of a police investigation, are released under investigation, or receive a caution or conviction.

#### **Recruitment of Offenders**

All posts within NEST are, (by the reason of The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that all applicants for employment with the Trust must disclose all unspent cautions and convictions and all unprotected spent cautions and convictions. An explanation of when a spent conviction is unprotected is available on the Ministry of Justice website.

- If relevant information (whether concerning previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a DBS check, we will consider the following factors before reaching a recruitment decision:
  - whether the conviction of other matter revealed is relevant to the position in question;
  - the seriousness of any offence or other matter revealed;
  - the length of time since the offence or other matter occurred;
  - whether the applicant has a pattern of offending behaviour or other relevant matters; and
  - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, class A drug-related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is our normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception, or fraud.

If the post involves some driving responsibilities, it is our normal policy to consider it a high risk to employ anyone who has been convicted of dangerous driving or of an offence of driving under the influence of alcohol or drugs, within the last 10 years.

#### **Probation**

All new colleagues will be subject to the NEST probation procedure for six months. The probation procedure is to enable the assessment of a colleague's suitability for the job for which they have been employed, which includes the monitoring and review of their performance of their duties, skills, qualifications, and experience outlined in the job description and person specification and their suitability to work with children and young people.

#### **Equal Opportunities**

NEST recognises the value of, and seeks to achieve, a diverse workforce that includes people from all backgrounds. We take positive steps to create an employment culture in which people feel confident about being treated with fairness, dignity, and tolerance irrespective of their differences. This commitment extends beyond the relationship between the conduct of colleagues, potential colleagues, and the whole community. We are committed to the elimination of unlawful discrimination and the promotion of good relations between all.

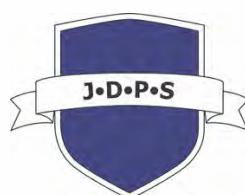
#### **General Data Protection Regulations**

NEST is committed to ensuring that your privacy is protected. By signing a contract of employment, you understand that NEST, and/or agents appointed by the trust, process your personal data, including "special category personal data" as defined in the General Data Protection Regulations (GDPR), for the purposes of the operation, management, security and/or administration, as well as, complying with applicable laws, regulations, and procedures. The information you provide (except equality monitoring information) may be shared with partner organisations that provide services to NEST. Further information on our data protection policy and privacy notices can be found on the NEST website.

# Our Trust



Alexandra  
Infant  
School



[www.nestschools.org](http://www.nestschools.org)