

<p><b>Princess Frederica CE</b> College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p><b>VA Primary School</b> Head of School – Ms N Christopher Executive Head Teacher – Ms S Bouette Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p>
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March 2024

Dear applicant,

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**Nursery Officer post at Princess Frederica**

***Our vision: Belonging, learning and growth for life in all it's fullness***

I am delighted that you are interested in the nursery officer post at Princess Frederica CE Primary School. The purpose of this letter is to give you a flavour of our school and this post. I hope that this helps you to understand the opportunity we offer and encourages you to commit the time necessary to write a meaningful application.

Princess Frederica works in partnership with two church schools in North Kensington: St Thomas' and St Clement & St James CE Primary Schools. I am executive head at all three schools and Nicola Christopher is the head of school at Princess Frederica. There are many benefits to this partnership; including shared professional development, greater senior leadership expertise and the additional career development opportunities that a larger organisation offers.

Our schools also benefit from strong links with our local churches nearby. Although we welcome children from all faiths, our mission statement is very much rooted in our Christian values. The schools may be inner city schools but they have a small village school feel.

Princess Frederica is a school that is very much at the heart of its community. The staff care deeply about the education and welfare of the children in our school and we constantly strive to ensure that they receive the best possible educational experience. Our pupils are enthusiastic, polite and committed to working hard.

Our main focus is the development of a truly enriching and broad curriculum that prepares children for the future. We believe that children are motivated to learn through meaningful experiences alongside a developmentally appropriate early years curriculum. We also focus on high quality child-adult relationships, ensuring that interactions between children and adults support and enhance children's learning effectively. We believe that the arts have an important part to play in enhancing the curriculum and seek to use music, dance, drama and art to enrich children's learning.

It's important that the staff that we recruit are aligned with our culture. We believe that:

- Staff come first
- We all have a professional obligation to improve as professionals
- Every child deserves a champion
- We have a culture of the possible, where everyone can make progress beyond what anyone could have imagined
- Truly great teaching is that which improves students' progress

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- An evidence informed approach to school improvement helps us to identify what works best
- Hard work is the key to success for staff and students
- We welcome diverse ideas to solve problems
- We value generosity of spirit
- We acknowledge mistakes and can learn from them
- We live by our Christian values

We are looking for a nursery officer who can demonstrate a clear understanding of how children learn and who will enjoy working as part of a dedicated and highly motivated team to secure the best possible outcomes for children. You will be working with experienced leaders who will work alongside you to develop your professional skills. We want to work with someone who has leadership potential, who aspires to be the best and is willing to work hard and develop their expertise. If you believe you have these qualities, then we welcome your application.

You are welcome and very much encouraged to visit our school which will give you an opportunity to learn more about the job and see just how fantastic it is to work with us. Please e-mail directly on [admin@princessfrederica.brent.sch.uk](mailto:admin@princessfrederica.brent.sch.uk) with contact details or call 02089 697756.

The recruitment process includes several stages. During shortlisting, candidates will be judged by the level to which they fulfil the person specification criteria in their application. In their supporting statement candidates should make sure they address the person specification. Please note, applications will only be considered if they include a fully completed application form - CVs are not acceptable alternatives. When completing the application form, candidates should give a full work history and account for any gaps in employment. Applications can be sent either by email or post.

When selecting referees, candidates must give details of two referees, the first of which must be the current or most recent employer, or the Headteacher. Candidates need to be sure that their referees are willing and able to provide a reference in a timely manner. If shortlisted, candidates should be aware references may be taken up before interview and the content of the reference could be discussed at interview. In addition, we may approach previous employers who have not been identified by candidates as a referee and we may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children. These crucial steps are part of our safer recruitment process and reflect our safeguarding policy.

**The closing date for applications is Monday 25th March at 4pm. Interviews will be held in the week beginning 15th April.**

On behalf of the governors of the school, may I thank you again for your interest in this position and I look forward to receiving your completed application.

Yours sincerely

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*Sarah Bouette*

Sarah Bouette  
Executive Head teacher

### **Our Ethos**

*We welcome children and their families to our school without discrimination. We strive to continually build a community in which there is equity and equality for all. A community in which everyone shows respect and understanding towards each other. By doing this, we improve the quality of all our lives. At our schools we support pupils to be proud of their unique identities and to reach for the highest level of personal achievement and wellbeing. Our schools are spaces where our whole community will be supported to grow, learn and flourish.*

*In line with the 2010 Equality Act, we seek to ensure that no student, member of staff, parent or any other person through their contact with the school receives less favourable treatment on any grounds which cannot be shown to be justified. This covers race, ethnic or national origin, language, religion or belief, gender or gender reassignment, sexual orientation, pregnancy, marital status, disability, age, responsibility for children or other dependants, political views and social class.*

### **Safeguarding Statement**

*Princess Frederica is committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.*

*Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.*

*Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.*