



DUMPTON SCHOOL WIMBORNE



Pre-Prep Teaching Assistant Recruitment Information



DUMPTON SCHOOL WIMBORNE

The School

Dumpton School is a Prep School in the heart of Dorset near the thriving market town of Wimborne, which offers an outstanding education to children aged 2 to 13 years old. The school has undergone a prolonged period of stability and success, and boasts superb, modern facilities, a strong roll of over 340 pupils, and a forward thinking and ambitious approach to education, recognised by ISI as having a “significant strength” in our most recent inspection. The school’s strength is built upon a brilliant staff team who work hard to create a superb environment for children to flourish and fulfil their potential, focusing on academic success, as well as character education. Two core values – Be Kind and Aim High – lie at the cornerstone of Dumpton’s ethos and culture, and also sit at the heart of Dumpton’s vision ‘a nurturing and aspirational environment where every child fulfils their academic and personal potential’.

The Role

The Dumpton Pre-Prep and Nursery are undergoing an exciting period of growth and success. A vacancy has arisen for an outstanding candidate to become a **Pre-Prep Teaching Assistant** in September 2025. The successful candidate will join a strong Pre-Prep teaching team, and play a key role in ensuring Dumpton continues to be seen as a leading independent school which provides a superb education for its pupils. The successful candidate will provide a high standard of care to pupils and parents in the Pre-Prep, and assist the Class Teacher.



Person Specification

Job Title: Pre-Prep Teaching Assistant

Reporting to: Head of Pre-Prep

Main Duties:

- To support children with their learning in and out of the classroom.
- To support the Class Teacher with preparation and planning of lessons and learning activities.
- To work with individual or small groups of pupils on specific areas of focus as directed by the class teacher.
- To communicate and build positive relationships with parents.
- To support in the supervision of pupils throughout the day including outside play time and lunchtime.
- To assist in any specialist lessons throughout the week like Swimming, PE, Dance or Music.
- To assist pupils with intimate care if required.
- To be friendly, informative and well-organised.
- To work in a clean, tidy and organised environment both inside and outside the building.
- To be professional at all times and deal with any matter professionally.
- To assist with the routine operation of the class on a daily basis.
- To attend staff meetings, INSET training and training courses as required.
- To ensure that appropriate Health and Safety, risk assessment and hygiene procedures are implemented.
- To work in accordance with Dumpton School policies.
- To understand Safeguarding Children and report any concerns or observations to the Designated Safeguarding Lead.

This list of responsibilities is not exhaustive and the employee will be required to perform duties outside of this at the discretion of the Headmaster

Personal Attributes	Desirable	Essential
Positive, can do attitude – someone who aims high in all that they do		✓
Friendly and empathetic manner – someone who is kind in all that they do		✓
Good standards of literacy and numeracy		✓
Proven team working ability		✓
Strong communication skills		✓
Experience working with children		✓
TA or other relevant qualifications	✓	
Experience supporting children in a classroom environment	✓	
An ability to create positive, proactive and supportive relationships with parents		✓
A willingness to uphold the school values of ‘being kind’ and ‘aiming high’ at all times		✓
A desire to be a team player at all times		✓
A propensity to ‘go the extra mile’		✓



Further Information

- Based at Dumpton School, Wimborne, Dorset.
- The hours of work are Monday to Friday 08:15 – 13:45 (term time only).
- Salary: £14,248 (£13.21 per hour)
- The school is inclusive and committed to achieving equality of opportunity for our pupils – and we feel the same about our staff. We would actively encourage candidates of all backgrounds, experiences and perspectives to work at Dumpton, contributing to a rich, diverse staff team where our unique talents can contribute to our collective success.
- Applicants must undergo a DBS check and all associated checks. As per the latest Safer Recruitment guidance for education, the school will request references in *advance* of interviews – please contact us if this is an issue.

The closing date for applications is 9am on Monday 14 July 2025

Candidates should send a cover letter and completed application form to recruitment@dumpton.com or by post marked for the attention of the Head of Pre-Prep, Dumpton School, Deans Grove House, Wimborne, Dorset BH21 7AF

Interviews for short listed candidates are scheduled to take place on Thursday 17 July

The role will commence on 1 September 2025

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.