

ABOUT FRENSHAM HEIGHTS

Frensham Heights is a highly distinctive independent day & boarding school, offering a progressive education. We welcome all students from the age of 3 to 18 and we give them the tools to succeed in their education, helping them to extend their abilities and exceed their own expectations. Set in 125 acres of beautiful Surrey countryside, our campus combines impressive historic buildings with a modern, diverse learning environment.

We endeavour to be faithful to the ideals which make Frensham a refreshing alternative to other independent schools.

SAFEGUARDING:

Frensham Heights is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for all successful applicants.

EQUALITY AND DIVERSITY

Frensham Heights is an organisation with founding principles of child-centred learning and mutual respect. We are proud members of the Progressive Education Network.

We value and treat all people with dignity and respect. We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation.

We are striving to attain a workforce that representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are underrepresented in the sector are encouraged. It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics).

WORKING WITH US

We believe passionately that our community thrives through our people. In joining Frensham, you will be a vital part of our community. We have high standards for students and staff alike - and we support you in reaching and exceeding these. Since our foundation, we have believed in encouraging the fullest development of everyone's personality and talents; that each individual must accept responsibility for his own or her own actions and must relate to others with sensitivity; that success will be achieved through mutual respect and strong relationships.



JOB TITLE: NURSERY MANAGER

GROUP: TEACHING STAFF

REPORTS TO: HEAD OF EARLY YEARS

JOB PURPOSE and SCOPE

Our homely, nurturing Nursery is looking for a dynamic Nursery Manager to drive an exciting new phase of development at Frensham Heights School. We are looking for someone with previous nursery experience, someone who is currently a Nursery Manager or someone looking to step up or into this role, you may already be a Deputy Nursery Manager. Our journey requires someone who has aspirations to further develop our Nursery offering into something unique and adventurous. This will be an involved, in-room role with the children and Early Years Team and will require someone who has a passion for working with children of this age group and who is a great people person.

The role will oversee our current nursery team and its staff while also playing a pivotal role in further enriching the nursery offering as we seek to evolve our provision from Term Time only to an All Year round 46/48 week experience. We are also seeking to elongate our nursery day so that it is open from 7.30am and closes at 6pm. The final piece of this new adventure is to be someone who believes in the Frensham ethos and who will deliver that ethos through the Nursery and pre-School space and work closely with the Head of Early Years on the exciting and immersive provision while also transitioning children into our Reception Class.

You must have a genuine and evidenced desire to work with 3-5 year olds providing them with excellent care, guidance and opportunities for learning. You should be able to communicate effectively with these children and understand how to connect with a range of learners through their interests and progressive learning.



At Frensham, our values are to **Be Creative, Be Yourself, Be Kind** and **Be Brave** and we are looking for someone to share our passion who represents and promotes these values to the children in our care. You may also have experience of 'Planning in the Moment' and other child-led learning methods which sit at the heart of our Nursery and Pre-School practice.

We are looking for someone who is passionate about outdoor and forest adventure and animals (we have chickens and goats on-site). We are also looking for someone to lead on integrating the Nursery into the whole school, working with specialists and taking Nursery into the on-site theatre, music and art facilities. We are looking to create a stand-out and unique nursery experience in the local area.

You will be based in our Nursery classroom within the Junior school and your hours will be Full-Time, Monday through to Friday. This will be an all-year-round role with 6 weeks allocated for holidays which you can use flexibly. You will also be flexible to meet the needs of the school as we grow and will also be asked to attend Staff Conference (INSET) each term.

You will be working with a current small team of practitioners, and reporting to the Head of Early Years who also leads our Reception class. We can provide you with a beautiful working environment as part of an all through school, free lunch, free parking and a competitive salary. CPD opportunities arise throughout the year and as part of a larger school there are many ways to extend or enhance your skills, hobbies and interests.



JOB OBJECTIVES

Professional Practice and Behaviour

- To ensure that the preschool nursery is a safe environment for children, staff and others.
- To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To develop positive relationships with parents (especially those of key children), guardians, carers and the Frensham staff.
- To manage other staff within the preschool nursery.
- To be responsible for any tasks delegated by the Head of Early Years.
- Overall day to day management responsibility for the preschool nursery and to be responsible for the efficient running of the preschool nursery and overall delivery of a high-quality service.
- To lead and ensure that the preschool nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress in-line with the ethos of the school and our child-led and 'Learning in the moment' approach.
- To be a reliable, friendly member of a team, working co-operatively and representing the values of the Junor School - Being Brave, Creative, Kind and most importantly, Yourself.
- To lead with the creation of a stimulating, unique and attractive Pre-School Nursery learning space and environment.
- To understand each key child as an individual and have an excellent understanding of child development and childcare.
- To have the safety and welfare of all children at the centre of your practice at all times.
- To attend staff meetings, conferences and training sessions when required.
- To participate in all self-development activities, including appraisals.
- To be familiar with all emergency and security procedures e.g. fire drill, dropping off and collecting routines.
- To abide by all School Policies.

Safeguarding and Child Protection

- To apply an 'It could happen here' approach to all interactions
- To log safeguarding, pastoral, SEND and behavior concerns and incidents to CPOMs
- To make DDSLs, DSLs aware of concerns



- To apply a dynamic risk assessment approach when supervising play and learning
- To maintain awareness of adult/child ratios and report any issues (e.g. how many children are directly under your care at any time)
- To lead high expectations of behaviour when working with our youngest children
- To apply age-appropriate behaviour management, as directed by Head of Early Years or Head of Juniors, at all times and in line with school policy
- To add treatment reports to Schoolbase after having given first aid – following these up with verbal explanations to the rest of the team and parents if possible
- To provide personal/intimate care for all children and comply with school procedures by recording and reporting
- To support children with toileting setbacks/regressions
- To ensure up-to-date knowledge of allergies, dietary requirements and medical needs
- To follow school procedures regarding medication

Teaching and Learning

- To teach, using a 'planning in the moment' approach during independent learning so that all children learn, develop their skills and make progress
- To be responsible for Continuous Provision planning in Nursery
- To add physical resources to shelves and areas as enhancements to 'planning in the moment' and to enable individual learning
- To deliver whole group, small group or individual adult-led activities such as Phase 1 Phonics which can include stories or songs arising from 'planning in the moment' activities
- To deliver small group or individual adult-led activities in a chosen area of curriculum 'expertise' e.g. cookery, woodworking, art
- To deliver interventions or discreet programmes as directed by the Head of Early Years and/or JS Head of Learning Support

Assessment and reporting

- To be familiar with the Early Years Foundation Stage and Development Matters.
- To be confident to use Tapestry for recording observations
- To track children's progress and use this information to inform the learning provided
- To feedback any concerns about thoroughness of observations to the wider Early Years team for action



- To highlight and discuss any key child progression concerns with the Head of Early Years and the JS Head of Learning Support.
- To hold Key Child meeting with parents when appropriate and required
- To verbally communicate with parents at the start and end of nursery sessions passing on messages about learning, progress, personal care and accidents

Resourcing and Maintaining

- To ensure areas of the Nursery indoor and outdoor areas are well-resourced
- To ensure areas of the Nursery indoor and outdoor areas are planned for according to the children's interests
- To be responsible for Nursery provision, seek out CPD in areas that need development and alert the Head of Early Years to any resourcing needed
- To lead on resourcing ideas in Nursery.
- To support Early Years events such as parent visits, plays and shows, coordinating the Nursery children's contribution

OTHER

- To actively participate in school life, such as assemblies and other occasions where relevant and appropriate
- Work with the Head of Early Years and the Marketing and Admissions Team to drive occupancy levels, manage capacity and expansion
- To undertake duties and responsibilities as set out in the Staff Handbook and Contract of Employment
- To maintain a working knowledge and understanding of responsibilities relating to all current legislation and school policies, including health and safety, child protection and safeguarding.
- To undertake any other reasonable tasks as directed by the Head of Early Years and the Head of Junior School.



PERSON SPECIFICATION:

ESSENTIAL = E
DESIRABLE = D

KNOWLEDGE

An understanding of Continuous Provision and Child-led learning

E

Knowledge of the changes to the EYFS in September 2021

E

Knowledge of a range of strategies to engage very young children in learning

E

Knowledge of strategies to develop self-regulation in Nursery-aged children and manage behaviour positively.

D

Knowledge of nursery logistics and operation

D

EXPERIENCE

Experience of working with Tapestry or a similar online assessment system

E

Experience of applying current safeguarding practices

E

Experience as a Nursery Manager / Deputy Nursery Manager

D

Experience of working in a 'learning in the moment' environment

D

Experience of working in a whole school setting (3yrs to 18yrs)

D

SKILLS

Strong teamwork and Leadership skills

E

An ability to communicate professionally with all children, parents and staff

E

An interest in extending experience through CPD and contributing to the wider school community

D



<p>A good sense of humour and the ability to turn your hand to all sorts of situations – a real invested team player.</p>	<p>E</p>
<p>QUALIFICATIONS</p> <p>Approved Level 3 Qualification (minimum)</p> <p>Approved Level 6 or Qualified Teacher Status</p> <p>Further Nursery Manager Qualification / CPD / Training</p> <p>Current Paediatric First Aid qualification</p> <p>Food Hygiene Certificate</p>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>

Frensham Heights 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.

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FRENHAM HEIGHTS

NURSERY MANAGER

