



CRICKLADE MANOR PREP

Nursery Manager

Candidate Pack





INTRODUCTION

The opportunity has arisen for a dynamic and ambitious leader to manage and be responsible for the daily running and administration of the nursery, set within a highly regarded co-ed prep school, located in a lovely old Saxon town. The Nursery Manager will work closely with the Head of Pre-Prep and the Headmaster to lead an already successful nursery to a new level, enhancing the nursery's offering and facilities and consolidating its position as the foremost nursery in the area.

THE SCHOOL

Cricklade Manor Prep (formerly Prior Park Prep) is a long established Independent Prep School located in the heart of Cricklade, Wiltshire. Cricklade is a short drive from the M4 and A419, making it easily accessible from Cirencester, Swindon, Malmesbury and surrounding areas.

The school is housed on an 8-acre site within the town, including a handsome Grade II listed manor house, a separate Pre-Prep department housed within a walled garden, a number of purpose-built classroom blocks and extensive sports facilities including astroturf and grass pitches, a sports hall and swimming pool.

For more information on Cricklade Manor Prep, please visit: www.cricklademanor.com

WISHFORD SCHOOLS

In September 2017, Cricklade Manor Prep joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support. For more information on the Wishford Schools group, please visit: www.wishford.co.uk. Full job descriptions and person specification can be found below.

REMUNERATION

This is a year round position of 40 hours per week with a remuneration of up to £28,000-£33,000 per annum depending on experience. An excellent benefits package will be provided including access to the Pension Scheme and school fees remission. The position attracts 25 days of paid holiday in addition to Bank Holidays.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to Miss Lesley Bayliss, at Lesley.bayliss@cricklademanor.com. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is Friday 30rd August 2019

Interviews TBC

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Mrs Jacky Barratt at Jacky.Barratt@cricklademanor.com.

Cricklade Manor Prep is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

Nursery Manager

Overview

The Nursery Manager will be responsible for the daily running and administration of the nursery whilst adhering to the Policies & Procedures, ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by Ofsted/CSIW and the National Standards. With additional support, the Nursery Manager will be responsible for their own class.

Main Responsibilities and Tasks

Strategic Planning

To oversee and input into the next development stage of nursery growth, including the preparation, marketing and implementation stages.

Operational Management

- To be manage your time and the staff effectively to fulfil the requirements of the job.
- To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide high quality childcare.
- To manage a staff team effectively, including working with nursery staff, the Headmaster, The Head of Pre-Prep and the wider prep school team.
- To agree and set nursery goals and monitor the achievement of progress against targets.
- To monitor and assess the quality of provision ensuring that policies and procedures, best practice and standards are maintained.
- To be responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the nursery conforms to and exceeds the requirements of Early Years Foundation Stage settings, including those of inspection bodies such as ISI.
- To uphold and ensure a high standard of care throughout the nursery.
- Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and positive and constructive feedback.
- To prepare reports as necessary for children's attainment and the analysis of performance in the setting.
- To work alongside the Headmaster and the admissions team to maximise pupil numbers and to keep track of availability of spaces.
- To maintain children's records to a high standard with due regard to confidentiality.
- To assist staff in the carrying out observations and evaluations of children's activities.
- To ensure that the environment and resources are fit for purpose, safe and hygienic.
- To maintain personal contact with parents through meetings, parents evenings, open days and informal conversations.
- To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.
- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.
- To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health & Safety at Work Act.

Teaching and Learning

- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To have a thorough knowledge of the EYFS curriculum.
- To follow the EYFS curriculum in order to promote the development of the abilities and aptitudes of the pupils in any class or group assigned.
- To prepare termly plans according to the schemes of work and to upload them into the relevant folder on the school network.
- To prepare weekly and daily plans in accordance with the schemes of work and to teach lessons to pupils according to the prepared plans.
- To evaluate lessons retrospectively in order to inform future planning.
- To assist in any review of schemes of work.
- To assess and record pupils' progress.
- To liaise with the Learning Support Coordinator and Learning Support Assistants regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved.
- To participate in 'Inset' Days and training courses.
- To be responsible for creating a stimulating, productive learning environment in the classroom and shared areas. Each EYFS Practitioner has responsibility for the presentation of their classroom, cloakroom area and the school's communal spaces. Displays will be changed routinely at least once a term and preferably every half term.
- To utilise a variety of teaching methods and strategies to enthuse pupils and take their learning forward.
- To consult with specialist subject teachers to ensure the children in your class are progressing in all areas of learning.

Person Specification

Nursery Manager

The successful candidate will have the following skills, experience and qualities:

- Essential Minimum three years of similar nursery experience.
- Education & Training Essential Nursery Nursing qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3 or 4 in Children's Care
- General and specialist knowledge of the Early Years Foundation stage, including legal requirements and developments in Early Years education.
- Have an awareness of Health & Safety legislation.
- A confident and capable leader with the ability to motivate a team through one's own excellent practice and development of others.
- A confident and sensitive communicator with both adults and children.
- To adhere to the school's values and ethos
- To display professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration
- Have excellent organisational and time management skills
- Have the ability and passion to ensure the delivery of superb care and education.
- A good standard of written, oral and IT skills.
- Committed to safeguarding and promoting the welfare of children