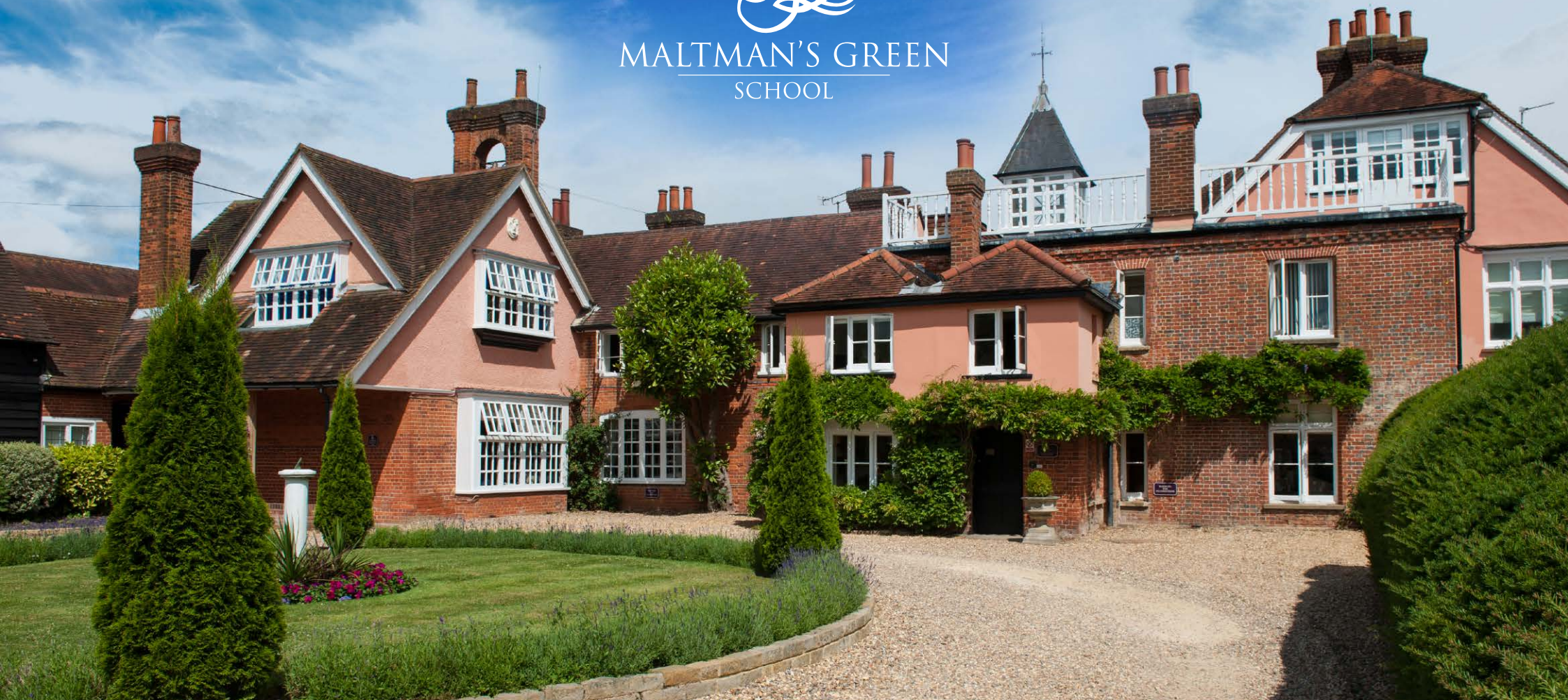




MALTMAN'S GREEN  
SCHOOL



LITTLE MALTIES DAY-CARE MANAGER

ROLE PROFILE FOR APPLICANTS





## KEY DATES



### Closing Date

12.00pm, Friday 16 April 2021

### Interviews

Friday 23 April 2021

### Start Date

July 2021





## An Introduction to Maltman's Green

Welcome to Maltman's Green, an independent prep school for girls aged 2-11. We are a future-ready, forward thinking and aspirational school summed up by our motto *"excellence with a sense of fun"*. Our quaint, wisteria clad façade belies the expansive, modern school one finds within, where a traditional approach meets with innovative thinking in an inspirational learning environment.

The School is bursting with facilities, providing ample opportunity for girls to unlock talents and find their passions. An exceptional sports provision is bolstered by an impressive indoor, 6-lane, 25-metre swimming pool, floodlit sports courts and a gym; we have a specialist music suite, science laboratory, art suite, IT suite and a fully equipped performance hall; the bright, spacious classrooms all have digital whiteboards; and the beautiful, extensive grounds open up opportunities for Woodland School, nature watching, pond dipping, gardening and more. There is a full-time matron, two libraries and a dining hall serving breakfast, lunch, dinner and snacks.

Combined with these facilities, is our first-class attitude to learning. For over 100 years, Maltman's Green has been preparing girls for the modern world through a relevant, adaptable and innovative approach, with an understanding that children thrive when they are happy, inspired

and motivated. At Maltman's there are no limits to learning, and instead we believe that girls need to face challenges and take risks every day. While not pushing them too far outside of their comfort zone, we also ensure they are not held back and this unique, personalised learning style gives each girl the support and encouragement needed to work towards individual goals. Forming the foundation of the girls' academic achievements are the six Maltman's Mindsets, which we believe are crucial for life beyond school – perseverance, collaboration, empathy, independence, respect and reflection.

**Little Malties** is our dedicated 49-week a year day care unit for 2-3 year old girls. Girls who attend Little Malties are expected to progress through Maltman's Green depending on their suitability to the education provided by the School and at the discretion of the Headmistress. High quality childcare is delivered through a play-based approach to learning, tailored to meet the individual needs of each child, in accordance with the Early Years Foundation Stage statutory framework.

**The Manager's** role is to lead and manage all aspects of Little Malties and ensure the setting reflects the Maltman's philosophy: *"excellence with a sense of fun"*. The Manager should have the vision to create a welcoming, secure and stimulating pre-school setting.



## The Role: Little Malties Day Care Manager

This role reports directly to the Head of Pre-Prep (HoPP). Working collaboratively with the Deputy Manager, the Little Malties Manager is responsible for the leadership and day-to-day management of all provision within Little Malties.

### Key Accountabilities

- Work with the Little Malties team to ensure that children attending the provision receive high quality care and access to exciting and stimulating learning opportunities.
- Coordinate the team to provide a welcoming, dynamic and aesthetically pleasing environment which fully reflects, values and respects the ethnic, cultural, linguistic and religious backgrounds of the children and families who attend Maltman's Green.
- Demonstrate and model excellent practice at all times, working in partnership with parents as well as carers showing respect for their contribution and involving them in their child's learning, including support for their home learning environment.
- Ensure the Little Malties setting satisfies all regulatory and statutory requirements issued by the DfE and relevant to ISI inspection including the Early Years Foundation Stage Statutory Framework and school policies.
- Prepare all record keeping folders following direction from the HoPP.
- Develop policies and procedures and contribute to policy reviews as appropriate, in order to meet the statutory requirements of the EYFS, and maintain consistency within the school environment.
- Organise the staffing and holiday rotas to ensure compliance at all times.
- Liaise closely with both the Registrar and Systems Development Manager regarding child attendance and billing.

- Establish an effective key worker system and facilitate regular and effective 1:1 supervisory meetings with staff.
- Lead and model managing the children's behaviour in a consistent and appropriate way.
- Ensure the smooth day to day running of the Little Malties including the arrangement of cover when staff are absent.
- Use online school systems, to record pupil attendance, track pupil progress and development and provide suitable ICT experiences for the children.
- Feed into the formation of the Pre-Prep and school development plans.
- Build team spirit to ensure that each member of staff feels valued & included.
- Work closely and in harmony with the Deputy Manager so that the Deputy is able to act on behalf of the Manager whenever necessary.
- Act as the Designated Safeguarding Lead (DSL) for the setting and contribute to safeguarding procedure, policy and practice.
- Work closely with the Nursery team to ensure the smooth transition of children into the Nursery class.
- Take responsibility for personal development, attending and participating in CPD, sharing good practice and knowledge, and participate in Inset days and the school's appraisal system.
- Foster a good working relationship with the wider school staff.
- Operate an 'open door' policy wherever practicable.
- Communicate with parents regularly, writing the weekly newsletter and through face to face appointments and the compilation of written reports.
- To take an active role in promoting and marketing the school, meeting with prospective parents and pupils.
- To undertake such other duties consistent with the role and determined by the Headmistress.





## Applicant Specification

|                       | ESSENTIAL  | DESIRABLE  |
|-----------------------|--|--|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>At least Level 3 in childcare and education (Early Years Educator) or associated qualification</li> <li>Enhanced DBS clearance.</li> <li>Paediatric First Aid certificate.</li> <li>Food hygiene training.</li> </ul>   | <ul style="list-style-type: none"> <li>Evidence of further professional development in Early Years education</li> <li>DSL responsibility in previous roles and/or willingness to undertake further training in this area.</li> </ul> |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>Thorough knowledge of child development and a good understanding of specific needs of individual children in the EYFS setting.</li> <li>Dynamic and inspiring communicator.</li> <li>Ability to act on own initiative, execute change initiatives and get things done.</li> <li>Excellent administrative and IT skills.</li> <li>Excellent written and verbal skills for report writing, newsletters, maintaining child records and providing feedback to parents/carers and colleagues.</li> <li>Excellent time management skills.</li> <li>Team player.</li> <li>Able to establish a rapport with children and adults alike.</li> </ul> |  |



## Applicant Specification

|                   | ESSENTIAL  | DESIRABLE  |
|-------------------|--|--|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>At least 2 years experience working in an Early Years setting (or other suitable experience).</li> <li>Knowledge of EY setting requirements and policies.</li> <li>Leading and managing a team or department.</li> <li>Safeguarding role and responsibilities.</li> </ul> | <ul style="list-style-type: none"> <li>Teaching in other Early Years age groups, including Nursery.</li> </ul> |
| <b>Other</b>      | <ul style="list-style-type: none"> <li>Willingness to go the extra mile and inspire others to do so.</li> <li>A passion for prep school life.</li> </ul>   | <ul style="list-style-type: none"> <li>Understanding of best practice in a variety of settings.</li> </ul>     |





## Key Relationships of the Role

**Internal:** Pupils, teachers, parents

**External:** Professional bodies and organisations relating to Early Years Education

**Reporting to:** Head of Pre-Prep

**Line Manager:** Head of Pre-Prep

**Line Manages:** Deputy Little Malties Manager and Little Malties staff

## Application

To apply, simply download and complete the Application Form, found on our website, and email to [lhart@maltmansgreen.com](mailto:lhart@maltmansgreen.com). Please include a letter addressed to Mrs Jill Walker, Headmistress, outlining why you should be considered for the post.

There is no need to visit Maltman's before applying, as the School website contains plenty of information, photos and all the School's policies. However, if you'd like to see the School in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour.

All applications will be acknowledged and interview dates are given on page 2. References will be requested for all those invited to interview.

**An informal discussion with the Headmistress about the role would be welcomed. Please contact Mrs Katherine Day on 01753 883022 to arrange a time.**

## Interview

These will take approximately 2 hours and will be held at the school.

As part of the process you will be asked to complete an observed task, be given a tour of the school and attend an interview.

You will also be asked to provide documentation confirming your identity and qualifications.



## Safeguarding and Child Protection Responsibilities

- To comply with safeguarding policies, procedures and code of conduct.
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy.
- To engage in safeguarding training when required.

Maltman's Green School is committed to safeguarding and promoting the welfare of children and young people, along with their protection, and expects all staff and volunteers to share this commitment.

The successful candidate will be expected to commit to the following:  
*Maltman's Green seeks to provide a safe environment for children. All staff will adhere to and ensure compliance with the School's Safeguarding Policy and Child Protection Statement at all times. If the Head becomes aware of any actual or potential risks to the safety of welfare of children in the School, he or she must immediately report any concerns to the School's Child Protection Officer.*

Thank you for your interest in this position.

**We very much look forward to hearing from you and, hopefully, to meeting you in person.**

Please note that it is the School's policy to employ the most suitable person for each appointment and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.





MALTMAN'S GREEN  
SCHOOL

*Excellence with a sense of fun*

[www.maltmansgreen.com](http://www.maltmansgreen.com)

Maltmans Lane, Gerrards Cross, Buckinghamshire, SL9 8RR  
01753 833022 [office@maltmansgreen.com](mailto:office@maltmansgreen.com)

Registered charity 310633