



MANOR

HOUSE

B O O K H A M

EST. 1920

EARLY YEARS PRACTITIONER

'To Love is to Live.'

Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.

Diversity and Inclusion

Manor House School is passionately committed to promoting and supporting a diverse and inclusive community of staff and students.

We seek to offer fair and inclusive interview and employment policies and arrangements that avoid bias and support all applicants and staff equally.



Dear Applicant,

Thank you for taking time to consider applying for the position Early Years Practitioner. I hope that after reading the enclosed information you will be excited and encouraged to join our nursery team. I believe that this is an ideal post for someone who is ambitious, prepared to work hard and has a passion for teaching and developing little minds.

Manor House Nursery School (Pre-School) is based in Bookham, near Leatherhead in Surrey and set amidst the grounds and facilities of Manor House School, Bookham.

We are proud to again have won a 'Top 20 Recommended Nursery School' Award. This means we were one of the most recommended Nursery Schools in the South East in 2020 based on over 50,000 published reviews. Our parent testimonials are testament to our 10/10 star rating.

I very much hope that after your initial investigations, you can see that this role will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher





About Manor House Nursery

Our Nursery and Kindergarten Classes are perfect for children between the ages of two and four who are taking their first steps away from home. We are a co-educational Pre-School and Lower Prep, welcoming boys and girls up to Year 2, located in a beautiful setting with lots of outdoor space and school facilities.

At Manor House, our youngest pupils benefit from access to the main school teaching staff who specialise in specific subjects and who come and teach our nursery school children French, PE, Music and Performing Arts/Dance as well as having access to our very own Forest School Leader and Forest School location in our own grounds in The Dell.

All our learning activities are individually planned to keep children active and engaged, ensuring they develop the skills to move on to school as confident, motivated learners. These sessions have been created to take a structured and responsive approach to each child's needs.

We follow the Early Years Foundation Stage Framework, alongside elements of Montessori practice, an approach that draws its principles from the natural development of the child. Our thriving Nursery School is a special place where children will be inspired to discover and learn as they play and make friends.

We have a team of qualified practitioners, all of whom are highly trained and enjoy building positive relationships with every child, delivering the best possible care and promoting excellent academic standards.



Manor House Nursery Package and Benefits

Salary: Competitive Salary reflecting qualifications and experience.

Pension scheme available to all eligible.

Location: Manor House School, Bookham, Manor House Lane Little Bookham,
Leatherhead, Surrey, KT23 4EN

Hours of Work: This role is a full-time position for 46 weeks of the year from 2023.

We can offer the successful candidate:

- Access to our tennis courts and swimming pool
- All staff are provided with three course meals and refreshments
- Training opportunities
- Individual Staff iPad
- 40 hour working week
- 25 days annual leave
- Staff discounts on childcare/school fees

Early Years Practitioner

The Role

Reporting to the Nursery Manager, the Early Years Practitioner will be accountable for pupil progress and development, working together to ensure the delivery of an appropriately balanced and relevant Early Years framework for all, which is exciting and far-reaching. The successful candidate will work with children aged 2-4 years old but will work within the wider Early Years department.

Key Responsibilities

Teaching and Learning

- Provide learning opportunities that will enable every Nursery child to reach their potential
- Assist with delivering an effective Early Years Curriculum
- Be a key worker for a small group of children, carrying out observations and tracking their progress as directed by the Teaching staff
- Carry out specific learning and intervention programmes, as prepared by the Teacher
- Take care of resources and equipment and assist in the preparation of sessions
- Participate in the preparation, cleaning and adaptation of materials
- Prepare for practical lessons, undertake photocopying and create displays of children's work
- Assist in the recording of observations for children's learning journals including online assessments
- Accompany children to specialist lessons
- Undertake lunch, playground supervision and clubs as directed by the Nursery Manager. Take turns to cover the Honeypots after school club where necessary
- Participate in the wider community of the school
- Uphold, at all times, the school policies on safeguarding, health and safety, food preparation and recording of accidents
- Ensure that hygienic standards are maintained at all times. This includes nappy changing, cleaning of resources and any food preparation.
- Meet the needs of the children in your care, including personal hygiene
- Provide pastoral support to pupils within the school environment
- Assist in ensuring that the arrival and departure of children is properly recorded and monitored

- Liaise with parents, carers and other visitors making them feel welcome on visiting the site ensuring they receive appropriate information and advice.

School Ethos

- Create and maintain a positive environment, which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.

General Responsibilities

- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend all mandatory training sessions.
- Be willing to take part in assemblies, attend staff briefings, departmental meetings, and preparation/Inset days.
- Attend Early Years Department meetings and whole school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague when required.
- Accept any reasonable responsibility delegated by the Headteacher.



Person Specification

Qualifications, Education & Training	Essential	Desirable
Early Years Qualification – Level 3 ideal		✓
This position is not suitable for Early Years Teachers		
Paediatric First Aid Certificate		✓
Recent and relevant safeguarding training		✓
Experience, Skills & Knowledge	Essential	Desirable
An excellent, creative Early Years practitioner	✓	
Evidence of being an outstanding practitioner		✓
Experience using an online learning journal such as Tapestry		✓
Committed to achieving the highest possible standards	✓	
Experience of target setting to raise attainment		✓
A competent user of ICT	✓	
Willingness to contribute to the extra-curricular life of the school	✓	
Excellent organisational skills	✓	
Evidence of commitment to own CPD		✓
A clear understanding of the Early Years Framework and assessment practices	✓	
High expectations of self and others	✓	
Understanding of child development and ability to recognise and respond to individual pupil needs	✓	
Ability to relate effectively to young children	✓	
Ability to work as part of a team	✓	
Ability to communicate effectively both orally and in writing	✓	
Personal Characteristics	Essential	Desirable
Passionate about inspiring children to learn	✓	
Enthusiastic, dedicated and adaptable	✓	
Committed to promoting equal opportunities	✓	
Common sense, initiative and proactive approach	✓	
A positive disposition and good sense of humour	✓	



Application Process

Please submit your application form via the recruitment platform.

If you would like to write to the school, please contact us on:

HR and Compliance Officer

Manor House School

Manor House Lane

Bookham

Surrey

KT24 4EN

Email: trostron@manorhouseschool.org

If you have any further queries, please contact the HR and Compliance Officer via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org

