



St Faith's
PREP SCHOOL

NURSERY MANAGER
CANDIDATE PACK

The School

From the street, all that is visible of St Faith's Prep is a handsome Victorian villa, but venture through the gates and you will discover a vibrant and exciting school, bursting with energy and the joy of learning.

St Faith's is an independent prep school and nursery for boys and girls aged two to eleven. Located in the village of Ash, we serve a broad catchment area covering much of East Kent, including Canterbury, Dover, Sandwich, Ramsgate, Herne Bay and all points in-between. With five acres of playgrounds, sports pitches, an all-weather court, swimming pool and distant views of the beautiful Kent countryside, the school and nursery offer extensive opportunities for outdoor play and learning.

Our happy, inquisitive children enjoy discovering the wonders of the world around them. Class sizes are kept small, allowing the school to provide individually tailored learning to ensure that each pupil achieves his or her potential. As a result, despite being non-selective, we have an outstanding record of success in the Kent Test, with a high percentage of our Year 6 leavers typically securing places at the local grammar schools. A good number of our talented Year 6 pupils also gain major scholarships to local Independent Senior Schools.

At St Faith's, pupils benefit from a broad and exciting curriculum in a safe and nurturing environment. On completing their time at the school, pupils leave happy, confident and well prepared for the next stage of their education. Competitive sport is highly prized, and pupils regularly take part in football, netball, hockey, cricket, rounders and cross-country competitions. Last inspected by ISI in 2022, the school was found to be 'Excellent'.

For more information on St Faith's Prep, please visit: www.stfaithsprep.com

Wishford Schools

Wishford Schools is a leading group of independent schools. 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.

The group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

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 education, compliance, property, legal, HR, finance, and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

Background

An exciting opportunity has come up and we are seeking a manager for our very vibrant nursery. This will give the opportunity for an experienced leader to work at St Faith's, which provides a happy and caring environment producing children who care deeply about one another and their school community. The school and nursery has expanded significantly since joining the Wishford Group.

Safeguarding and Pastoral care for each and every child is paramount in the thoughts and actions of all staff with the ultimate aim of ensuring that everyone is valued, and their many contributions appreciated.

There is a culture of reward and praise in the school and, as a result, academic, sporting and musical standards are important. The quality of behaviour and work ethic is also high in the classrooms resulting in children aspiring to great things. Competition is important in all aspects of the curriculum and we compete locally, regionally and nationally in many disciplines including spelling, essay writing, drama, Lego and maths to mention but a few. At St Faith's happy children openly display a love for learning and an enthusiasm for the school day.



The Opportunity

We are seeking to appoint a dynamic and ambitious leader to join a supportive, caring and professional team.

The successful candidate will be experienced in nursery management and Early Years provision and will be responsible for the daily running and administration of the nursery, working with the Headteacher to lead an already successful nursery to a new level.

We invite applications from high quality candidates to contribute further to standards of excellence, who love children and aspire to work in a happy and fulfilling environment.

Hours of Work and Remuneration

This is a year-round position of 40 hours per week to be worked flexibly between 08:00 and 17:30 Monday to Friday, although occasional Saturdays will be required for open days and other events.

Salary £36,000 - 38,000 per annum depending on experience.

Staff Benefits

- Pension contribution
- Induction, support and personal development including CPD
- Fee remission (means-tested)
- Complimentary lunches and refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

Application Process

To apply for this position, please use the application form on TES [using this link](#)

Important Information

We reserve the right to close the vacancy prior to the application deadline/closing date should a suitable candidate be found. Prompt application is encouraged.

Visits to the school will not be possible prior to application but shortlisted candidates will be offered a tour of the school as part of the selection process.

St Faith's Prep School 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.

Wishford schools are an equal opportunities employer and welcome applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



Job Description

Purpose of the job

The Nursery Manager will be responsible for the daily running and administration of the nursery whilst adhering to all policies & procedures and ensuring compliance with the Children Act and Health and Safety legislation, all within the requirements and guidelines laid down by regulation.

Relationships

The post holder is directly responsible to the Headteacher, the Deputy Heads and the School Business Manager and works closely with Reception Class Teachers and Teaching Assistants, specialist teachers, the Head of Learning Enhancement and the Marketing Manager & Registrar.

Responsibilities

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.
- To prepare termly plans according to the schemes of work and upload them as necessary.
- To prepare weekly and daily plans in accordance with the schemes of work and to work according to the prepared plans.
- To evaluate all activities retrospectively to inform future planning.

- To assist in any review of schemes of work.
- To assess and record pupils' progress.
- To liaise with the Head of Learning Enhancement 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.
- 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 are progressing in all areas of learning.

Strategic Planning

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



Operational Management

- 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 Headteacher, School Business Manager 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 Headteacher and Registrar to maximise pupil numbers and to keep track of availability of spaces.
- To set up and maintain Tapestry accounts and regularly monitor observations.
- 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.



Person Specification

Qualifications

Nursery qualification such as CACHE Diploma in Child Care and Education, NVQ Level 3, 4 or 5 in Children's Care.

Experience

- Minimum three years of similar nursery experience.
- Evidence of a commitment to continuing professional development.

Knowledge & Understanding

- General and specialist knowledge of the Early Years Foundation stage, including legal requirements and developments in Early Years education.
- Awareness of Health & Safety legislation.
- Ability to monitor, assess, record and report pupil's progress.
- Understanding of the importance of data and how to use this to drive standards in attainment and prioritise next steps.

Skills & Aptitudes

- A confident and capable leader with the ability to motivate a team through one's own excellent practice and development of others.
- Ability to create a happy, challenging and effective learning environment.
- Be able to develop and maintain good professional relationships and contribute positively to all aspects of School life.
- Ability to set high standards and to be a positive role model for staff and pupils.
- Be able to motivate and inspire pupils.
- Excellent communication skills, in verbal and written form
- Excellent organisational and time management skills.
- A good standard of written, oral and IT skills.

Disposition

- Ability and passion to ensure the delivery of superb care and education.
- Professionalism in all areas such as punctuality, work ethic, honesty, reliability and collaboration.
- Willingness to work throughout the school.
- A positive and child-centred approach to teaching with the ability to inspire an enthusiasm for learning.
- Commitment to the safety and welfare of all pupils.
- A 'can do' attitude and willingness to work hard to get things done.
- Strong team working skills.
- Commitment to diversity and inclusion.
- High degrees of self-confidence, personal energy and dynamism.
- Personal warmth, good rapport with pupils, colleagues and parents.
- Excellent organisational skills and ability to work effectively under pressure.
- Willingness to lead and run extra-curricular enrichment opportunities.
- Appropriate levels of personal presentation.
- An understanding of, and commitment to, the School's ethos.
- Good sense of humour and the flexibility and willingness to be involved in School life.