



NURSERY PRACTITIONER

MANOR HOUSE SCHOOL

BOOKHAM



MANOR

HOUSE

B O O K H A M

EST. 1920

CANDIDATE INFORMATION



KEY
RESPONSIBILITIES

CANDIDATE
REQUIREMENTS

ABOUT OUR
NURSERY

IS THIS ROLE FOR
YOU?

HEALTH AND
SAFETY

WORKING FOR US
HOW TO APPLY



KEY RESPONSIBILITIES

Job Overview

Manor House School Nursery has an exciting opportunity for a Nursery Practitioner to join our friendly team.

- 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 Head of Nursery or classroom leader
- Carry out specific learning and intervention programmes, as prepared by the classroom leader
- 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 and playground supervision as directed by the Head of Early Years and Key stage 1
- 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.

CANDIDATE REQUIREMENTS

- To be an excellent, creative Early Years 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
- Ability to motivate others
- 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
- Understanding of issues regarding Health and Safety in the Nursery class and across the whole school
- 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
- Committed to safeguarding the welfare of children



ABOUT OUR NURSERY



Thank you for taking the time to consider applying for our Nursery Practitioner. I hope that after reading the enclosed information you will be excited and encouraged to join our team. Manor House Nursery 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.

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 currently a co-educational term-time Nursery, welcoming boys and girls from the age of 2 years, located in a beautiful setting with lots of outdoor space and school facilities. From January 2023, we are planning to offer holiday cover for up to 46 weeks of the year and we are looking for someone to help us to develop this provision.



We benefit from access to the main school teaching staff during term time 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.

Ms Tracey Fantham

Headteacher



IS THIS ROLE FOR YOU?



THE CANDIDATE

We are looking for someone friendly and approachable who is committed to helping the Nursery children at Manor House School learn and develop. This is a wonderful opportunity for those who are willing to learn and progress within a happy and rich learning environment.

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.



The Nursery currently consists of two classrooms with designated staff for each one. Parents often remark on the warm and friendly atmosphere in our Nursery and Pre-School, where each child's developmental, social and emotional needs are met, and their progress is continually assessed. Our high staff ratio ensures the children are encouraged to learn at their own pace and reach their full potential.

Weekly activities include a variety of learning opportunities such as Write Dance, Yoga, cookery and sewing classes

HEALTH AND SAFETY – IT IS A DUTY OF EMPLOYEES:



To be familiar with, and conform to, the School's Health and Safety Policy and procedures

To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work

To cooperate with employers in order to ensure that employers' duties can be performed and complied with at all times.

To report all accidents and damage immediately

To report all observed hazards or dangerous occurrences immediately

Neither intentionally nor recklessly to interfere with any equipment provide

To carry out daily risk assessments in the Nursery

Security

All employees are required to remain vigilant on the School premises and to report any security issues to the Bursar immediately.



WORKING FOR US – PACKAGE AND BENEFITS

Salary: Competitive Salary reflecting qualifications and experience. Full-time.

Pension scheme Group pension scheme

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 52 weeks of the year from January 2023 or sooner with 5 weeks holiday to be taken during closed periods plus bank holidays

We can offer the successful candidate:

All staff are provided with three course meals and refreshments

Training opportunities

Individual Staff iPad

40 hour working week

25 days annual leave (to be taken during closed periods) plus bank holidays / stand down days

Staff discounts on childcare/school fees

Free Parking

Access to our tennis courts and swimming pool

APPLICATION AND TERMS



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.

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.



HOW TO APPLY

Please complete the Manor House Application Form, including a letter of application, no more than two sides of A4 sharing you motivation and suitability for this role.

CLOSING DATE FOR APPLICATIONS: Midnight Thursday 06 October 2022

Shortlisted candidates will be invited to attend an interview and have a tour of the school in the week commencing 10 October 2022.

Interested candidates are welcome to an informal chat with Tracey Fantham, the Head of Manor House School.

Terms of employment

Under current legislation, the School is required to advise applicants that this appointment will be subject to a satisfactory enhanced criminal record check by the Disclosure and Barring Service.

Details of any criminal record (spent or unspent, due to exemption from the Rehabilitation of Offenders Act 1974) must be disclosed at interview. Only relevant convictions and other information will be considered, so disclosure need not necessarily be a bar to obtaining a position at this School.