

# RECRUITMENT PACK



## CULFORD SCHOOL JOB DESCRIPTION

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### Nursery Manager for Culford Nursery

We are looking for a self-motivated, proactive and inspiring Nursery Manager to work as part of a team in our Nursery, catering for children from 12 months to 3 years of age. This is an exciting position to work in an ever-evolving setting. Applicants must hold an up-to-date and recognised childcare qualification, level 3 or above with leadership experience. Early applications are encouraged as candidates will be reviewed regularly and the advert may close at any point.

- **Full-time role, based on 52 weeks per year and typically involving 40 hours per week. Working hours will usually fall between 07:30 and 18:00, although hours and weeks worked can be negotiable for the right candidate**
- **Salary: From £35,000 per annum depending on experience**
- **Start date: Negotiable**
- **Deadline for applications: 9am on Friday 8 August however we reserve the right to close the role early**

Culford is a boarding and day school for over 900 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

We believe in educating the whole person to deliver a well-rounded, fulfilled individual with excellent academic results. Everything we do is informed by our firm belief that learning should be challenging, enriching and fun. Culford is a Christian school with a Methodist tradition. We see education as a transformational process that guides pupils towards academic success, clear moral values, and the development of leadership and a readiness for the world of adulthood.

### Duties and Responsibilities:

The list below is not exhaustive and assumes that from time to time other tasks not listed, may be required to ensure the efficient operation of the school.

- Leading and inspiring a team of Early Years Practitioners, promoting high standards of quality and care within the nursery.
- Implementing and developing an age-appropriate curriculum to ensure that every child develops within a stimulating environment
- Possessing a thorough knowledge of OFSTED and the Statutory Framework for the Early Years Foundation Stage and effectively implementing these requirements
- Implement all safeguarding and health and safety policies and procedures
- Maintaining and enhancing excellent parent partnerships of existing and prospective parents
- Confident leadership skills with the ability to communicate and motivate staff to meet and exceed levels of excellence
- Taking an active role within the Pre-Prep and Nursery Senior Management Team

## **Skills and personal qualities**

- Personal
- Fully supportive of the aims and ethos of an independent school.
- A good standard of written, spoken and listening skills.
- A high level of flexibility, a 'can do' attitude, and an openness to new ideas and practices.
- Dynamic and approachable, able to put people at ease, reassure, guide, and explain.
- Ability to confidently and effectively work alongside children, staff and parents.
- Understanding the age-appropriate needs and concerns of young children and having natural empathy with them.
- Innovative, hard-working, driven and determined.
- Resilient with a good sense of humour.
- The ability to work under pressure and meet deadlines.

## **Benefits**

- Enhanced holiday leave – 28 days per annum, plus 7 days bank holidays. May day is a working day
- Free lunch
- Onsite parking
- Continuing Professional Development and networking opportunities
- Enhanced pension contributions
- May Day is a working day
- Employee Assistance Programme
- Access to Health Cash Plan after 6 months' service
- Group Life Insurance after 6 months service
- Membership of the Culford Sports and Tennis Centre

Completed Culford application form and letter addressed to Victoria Steers, Head of Pre-Prep and Nursery to be returned to the HR at Culford School. The Culford Application form can be found on the Work for Us page on [www.culford.co.uk](http://www.culford.co.uk)