



Eaton Square Prep School

Candidate Pack

Nursery Manager



About Eaton Square Prep. & Nursery Schools

Eaton Square Prep School was founded in 1981 and celebrated its' 40th anniversary last year. It began life as a Nursery School in the basement of St Peter's church on Eaton Square. Since then, the school has expanded its offering from Nursery to Year 6. Eaton Square Prep is part of a family of schools, including Eaton Square Senior School, and Eaton Square Sixth Form, as well as being part of the Dukes Education group.

Offering continuity of education in the important formative years of a child's life, the school is a vibrant, popular community where children learn not only the skills, but also the values that will prepare them for the next stage of their life at senior school and beyond. Although non-selective at the main point of entry (Reception) the school maintains high academic standards, with many children moving on to the most selective of London Day Schools and Boarding Schools at 11+ entry level. or 13+ where appropriate for pupils who have transferred onto the Senior School after the 11+ screening processes for 13+ entry.

In recent years we have seen pupils move on to Westminster, Dulwich College, Alleyn's, Kings College Wimbledon, St Paul's, City of London Girls, Godolphin and Latymer, Putney High, JAGS, Benenden, St Swithun's, Roedean and Downe House, as well as many other independent schools. As mentioned above, the pupils also move on to Boarding schools such as Eton, Harrow, Tonbridge and Winchester at 13 following the 11+ process. Many of our pupils now stay on to attend our Senior School. Approximately 40% of Eaton Square Prep School pupils transfer to the Senior School each year.

The school offers a breadth and depth of education which goes beyond academic success in examinations and into every sphere of life. We want to nurture good character and curiosity, enabling our pupils to make their way in life beyond their formal education. Equal emphasis is placed on intellectual, artistic, aesthetic, physical and musical pursuits. In addition, our teaching staff encourage children to learn moral and spiritual values that will make them happy and confident in themselves, so that they may become kind, well-rounded and respected members of society.

Sebastian Hepher took up the Headship of Eaton Square School in 2010. He is now the Principal of Eaton Square Schools. Trish Watt succeeded Sebastian as Headmistress of the Prep. School in September 2019.

Our Vision

Eaton Square pupils will be fully prepared to take their own place in an ever-changing world.

Our Mission

To provide an exceptional all-round education.

Our Values

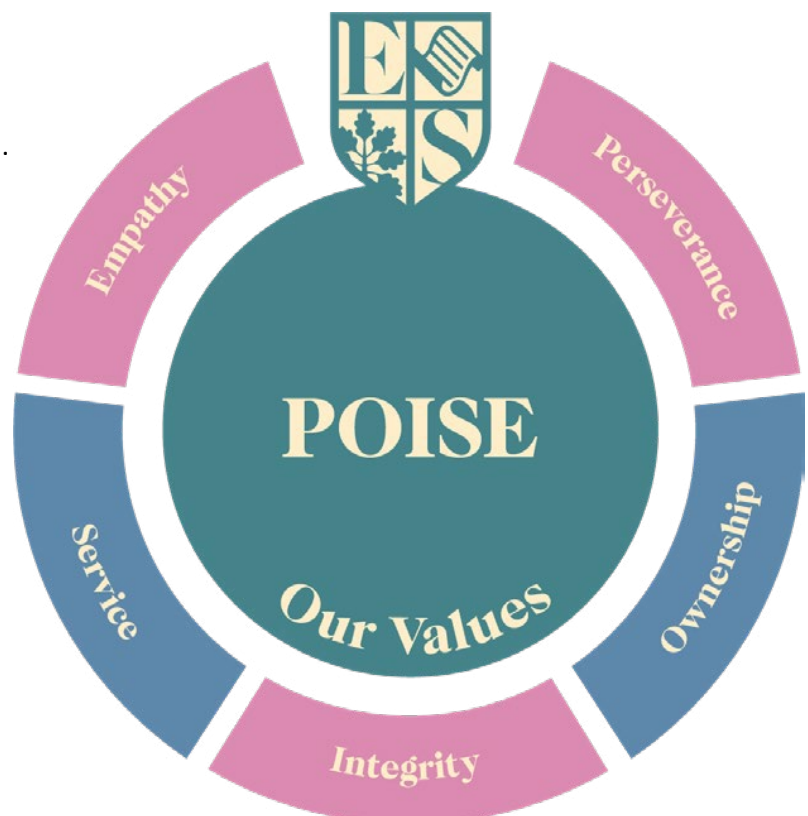
Perseverance

Ownership

Integrity

Service

Empathy





Sowing the seeds of greatness.

Our Aims

- Provide the highest level of pastoral care to encourage the development of a purposeful attitude, self- confidence, respect for others, and a strong sense of community.
- Inspire intellectual curiosity and an instinctive love of learning which leads naturally to academic aspiration and examination success.
- Create opportunities to encourage a culture that identifies and supports each pupil in developing at least one area of greatness.
- Cultivate tomorrow's leaders through our core curriculum programmes that enrich self-development and personal awareness, allowing pupils to develop the skills they need to overcome adversity and setbacks.

Dukes Education

The school became a member of Dukes Education in 2018, and as a result enjoys an excellent relationship with numerous partner schools, as well as benefiting from the support of experienced professionals, committed to improving the growth and education provision across the group.

Dukes is a family of schools, teachers, learners, and parents connected by our pursuit of an extraordinary life for every member of our community.

Their philosophy is to support each individual to live with purpose, to encourage a love of learning, and to act as a team. All of this is underpinned by a quality standard that runs through everything they do.

Dukes believe that education is a journey to be enjoyed and shared at every stage of life, unlocking extraordinary possibilities for every student. To learn more about Dukes, visit dukeseducation.com.



Job Description

The Nursery Manager will be responsible for leading the new nursery classrooms at The Nest setting while building and maintaining an excellent quality of care for children aged 2 to 4 years. They will be responsible for the management of both the building and staff, ensuring the teaching and learning of the pupils is to the highest standards of education. They will uphold the values of the school and promote these whenever possible, working in accordance with the school's aims, policies and procedures.

Accountable to: The Head of EYFS, the Headmistress and Principal

Start date: 1st September 2023

Salary: Dependent on experience.

Main duties and responsibilities

- To monitor the planning, delivery and assessment of all teaching at our new nursery classrooms at The Nest setting.
- To liaise with the Head of EYFS and Headmistress of the Prep to ensure that the curriculum meets the required standards and supports the vision, ethos and policies of the School.
- To review the EYFS curriculum standards in order to promote continuity and progression between the Nursery year groups and the transition to Reception.
- To lead and inspire the Nursery Practitioners, being their first point of contact, line manager and appraiser.
- To ensure the children are happy in their learning, receiving the highest standards of education and care.
- To protect the safety of pupils, having regard to the School's Health & Safety Policy and Safeguarding procedures.
- To oversee the upkeep of the nursery space, ensuring it is equipped, prepared and tidied on a daily basis.
- To be responsible for site security including opening and closing each day.
- To run the Nursery's fire evacuation procedure and all other emergency processes.
- To prepare and serve lunches, organise food deliveries and maintain high food hygiene standards.
- To communicate with parents/carers about important day-to-day information, both verbally and in writing.
- To assess and record the development, progress and attainment of pupils, writing formal reports on each child.
- To treat all with respect, equality and dignity, valuing the customs, background, language and beliefs of the child's parents/carer.
- To provide a stimulating learning environment through creative classroom displays.
- To be responsible for the welfare and social well-being of the pupils in their class.
- To be a positive role model for the children, promoting manners, good behavior and compassion at all times.
- To have awareness of any dietary, medical needs or allergies of the children in your care at all times.
- To attend to children who become ill or have an accident, logging all incidents and reporting to Head of EYFS.
- To attend to the personal hygiene of children, including assisting with toileting in accordance with Eaton Square's Intimate Care, Toileting and Nappy Changing Policy.
- To effectively communicate with all colleagues, developing positive professional relationships.
- To take direction from the Head of EYFS, Headmistress and Senior Leadership Team.
- To partake in INSET days, meetings, open days, and social evenings as required by the Headmistress.
- To undergo training and professional development as and when required.
- To have knowledge of and upkeep all compliance regulations, ensuring the school is safe and ready for inspection.



Person Specification

Essential

- Minimum QTS or Level 6 EYFS Qualification
- An expert knowledge of the EYFS Framework and Principles, and compliance regulations
- Experience in leading a team in similar role
- Excellent communication skills and organisation
- Experience using Tapestry or similar
- Excellent IT skills
- Minimum of 5 years of experience of working with children aged 0-5 years
- Flexibility and adaptability
- A commitment to safeguarding, equal opportunities and health & safety
- Team leader with a positive and constructive approach

Desirable

- Food Hygiene Qualification
- Experience of passing an ISI or Ofsted inspection
- Experience working in a multi-location setting
- Building management experience
- Experience of writing school policies and procedures
- Paediatric First Aid training
- Experienced at teaching phonics



Interview Process

Tes Application

Please apply by completing the [tes application](#) in full. You must include your entire job history, explain any gaps in employment, and provide the contact information for at least two professional referees.

Interview Process

Applications will be assessed against the Job Description & Person Specification, with candidates invited for a short interview in person. Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. To eliminate unconscious bias from our recruitment process we remove all candidate names and places of education from applications before passing them to the panel for review.

Interviews will likely involve a teaching observation and a formal interview with the Headmistress and Deputy Head, followed by a tour of the school where you will be able to meet those you might work with.

Perks & Benefits

- As a part of the Dukes Education group you receive access to over 70 CPD events, training sessions, workshops, collaborative development days and courses each year, plus invitations to all Dukes events, talks, kids camps and more.
- An [Employee Assistance Programme](#), including six free in-person counselling sessions for both you and your family members.
- Cycle to work scheme.
- Staff loans for training.
- Free daily lunches and refreshments.
- A warm staff culture with regular staff socials.





Application Information

Interviews will take place the week commencing 20th March 2023. Successful candidates may be invited to interview immediately upon receipt of their application, so we recommend applying early. The deadline for applications is at 5pm Wednesday 22nd March.

If you have any questions about the role, or special requirements for your interview, please contact Saskia Connolly on s.connolly@eatonsquareschools.com or 020 7225 3131.

Equality, Diversity & Inclusion

Eaton Square is committed to continuing to make diversity, equity, and inclusion part of what we do – from how we educate our young minds to how we build our workforce. If you are from an underrepresented community, we would especially like to hear from you.

Review and Amendment

The information within this candidate pack should be seen as enabling rather than restrictive and will be subject to regular review.

Great minds set free.



Eaton Square
Schools

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