



BISHOPSGATE

# NURSERY MANAGER

INFORMATION FOR CANDIDATES

Required from January / February 2024





APPLICATION CLOSING DATE

Sunday 10<sup>th</sup> December

INTERVIEWS FROM

Wednesday 13<sup>th</sup> December

 [bishopsgate-school.co.uk](http://bishopsgate-school.co.uk)  [recruitment@bishopsgatesch.uk](mailto:recruitment@bishopsgatesch.uk)

 Bishopsgate School,  
Bishopsgate Road,  
Englefield Green,  
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independent  
schools  
council





## Headmaster's Welcome

A very warm welcome to Bishopsgate, a school pulsating with life and opportunities, and I am truly delighted that you are considering joining our exceptional community.

At Bishopsgate, we boast a dynamic and enthralling environment, where childhood is not merely valued but cherished. Our unwavering commitment to exemplary pastoral care ensures that every child thrives, blossoms, and relishes their formative years with us. We wholeheartedly believe in fostering a profound love for learning, nurturing lifelong passions in academics, arts, sports, and culture, while equipping our pupils to embrace the challenges that lie ahead in their academic journey and beyond.

As the appointed Headmaster since September 2022, I stand resolute in my vision for Bishopsgate

- one where innovative teaching and learning are at the core of our ethos. We believe in offering our pupils a full spectrum of transformative experiences, an education that transcends boundaries and empowers them to embark on a path of endless growth and self-discovery. We take immense pride in providing an educational sanctuary where childhood is celebrated, and cherished memories are cultivated to accompany our pupils throughout their lives.

If the prospect of this role excites you and you believe you possess the necessary skills, experience, and attributes, we wholeheartedly welcome your application and I extend my heartfelt wishes for every success in the upcoming interview process.

 Mr P Thacker  
Headmaster

## Ethos & Values

Bishopsgate is dedicated to unlocking the full potential of every child, guided by the unwavering principles embodied in our powerful motto – 'Nil Nisi Optimum' (Nothing but the Best).

Our school's mission revolves around fostering essential qualities in each pupil, with a strong emphasis on independence, collaboration, and leadership. We diligently nurture these qualities by encouraging critical thinking, continuous learning, reflective practice, and effective communication, all while embracing the values of resilience, curiosity, and creativity.

We are committed to preparing our pupils for the challenges that lie beyond the school walls. Our focus extends beyond academics, as we strive to instil in them the personal qualities necessary to embrace challenges, adapt to uncertainty, and navigate complexity with poise and determination.

### School Aims

Bishopsgate's vision is to be a thriving and successful 21<sup>st</sup> century school for our pupils. Our purpose is to provide the highest standard of education delivering academic rigour in an enriched environment, empowering each child to fulfil their potential. To fulfil our vision, Bishopsgate's strategy is:

- Outstanding teaching and learning, inspiring lifelong learners and developing critical and creative thinking, that permeates every area of Bishopsgate life.
- Placing communication at the heart of all that we do.
- A focus on employer brand, attracting, recruiting and retaining the highest calibre staff.
- A centre of excellence for wellbeing, fostering intrinsic motivation in every child, and shaping character through adventure and extraordinary experiences.
- To ensure the estate - as a place of learning and with biodiversity at its heart - keeps evolving and

inspiring our children, with all areas of school facilities up to a common standard and that reflect the outstanding quality of our education.

- Building enduring relationships with our communities, to create a caring and meaningful social and environmental legacy with a powerful sense of responsibility to others.

### History & Estate

Nestled on the prestigious Crown Estate, on the edge of historic Windsor Great Park, lies Bishopsgate – a highly-regarded institution encompassing a sprawling 30-acre campus adorned with abundant outdoor play spaces and lush woodland. With a rich heritage dating back to 1896, Bishopsgate stands as one of England's most venerable independent schools. Bishopsgate took its present form in 1996 through the amalgamation of Virginia Water Prep School and Scaitcliffe Prep School, epitomising the pinnacle of the co-educational day-school model. Today, the school thrives as a vibrant and joyous community; nurturing 400 pupils aged 3 to 13.

As a charitable institution, Bishopsgate shrewdly reinvests all funds, propelling a steadfast commitment to its people and resources. An eloquent testament to this dedication was the formal unveiling of a state-of-the-art £4.3 million sports facility in 2022, boasting four badminton courts, a climbing wall, a fully equipped gym, a versatile multi-purpose studio, and an all-weather sports pitch. The School's prowess extends further to a well-appointed 25m 4-lane indoor swimming pool.

The main school edifice, an imposing Victorian residence, is home to the Dining Hall, Medical Suite, Performing Arts Studio, Library, and Food Technology areas. Adjacent to this lies the dedicated music school, a testament to the School's holistic approach to education.

The heart of academic endeavours reside in two principal buildings. The Jubilee Building, catering to Years 5 to 8 or the 'Upper School,' houses cutting-edge amenities like Digital Learning, state-of-the-art Science Laboratories, and well-resourced departments for Classics and Modern Foreign Languages. The equally impressive Windsor Building,





dedicated to Nursery through Year 4 or the 'Lower School,' also proudly accommodates a purpose-built Design and Technology Suite, enhancing pupils' practical skillsets.

As an embodiment of academic excellence and a bastion of charitable values, Bishopsgate remains steadfast in its mission to nurture future generations, preparing them to embrace the challenges and opportunities of an ever-evolving world.

## The Nursery

Happiness and wellbeing are central to an education at Bishopsgate, and the Nursery establishes these important foundations at the very start of a child's education before they embark on a seamless transition into our Reception setting.

Set in our extensive school grounds, the Nursery is set in our Lower School department, a modern purpose-built space that offers a spacious area for our Early Years department, providing the very best start for our youngest children as they begin their educational journey. Nursery children have access to high-quality facilities and resources available at Bishopsgate including well-equipped areas in Science, Technology, Sport, Music, Art, and Dining Hall. Our Outdoor Learning is set within the school grounds.

The Nursery is open each weekday, currently from 8.00am to 5.30pm, throughout the year for pupils aged 3 and 4 years old.

### Our Nursery offers:

- A warm, nurturing and fun start to a child's education.
- Learning through play overseen by highly experienced staff.
- Flexible hours for families from 8.00am to 5.30pm, Monday to Friday.
- Healthy, balanced food made on site by our professional chef.
- A stimulating and fresh setting in our Lower School.
- Extensive grounds on our doorstep including Outdoor Learning, playgrounds, state-of-the-

art sports hall, playing fields, tennis courts, Dining Hall all situated on the Crown Estate.

- Individual attention in a calm, focused environment, building towards a seamless move to Reception.

## Candidate Search

Bishopsgate is seeking to appoint a Nursery Leader who has significant experience within a Nursery setting. Our Nursery Leader will have the vision and initiative to operate an outstanding Nursery that is part of a through-school community, complementing a school that is experiencing a healthy demand for places. This is an exciting opportunity for an enthusiastic individual to join a committed and creative team where high quality learning, play and engagement are our priority. The ideal candidate will be an excellent Nursery practitioner, able to work within a supportive team and who, most importantly, places the child's experience, wellbeing and pastoral care at the heart of their practice.

The Early Years setting at Bishopsgate is an exciting and fast-moving environment so he or she should be confident to build strong relationships with parents and key staff, as well as being a flexible and committed team player. The successful applicant will be expected to use their talents to help to enrich the opportunities for pupils outside the curriculum, including our holiday programme, and play a full part in the life of this vibrant school. They will be fully supported by experienced senior staff and regular opportunities for continuing professional development.

As with all members of staff, the successful candidate must remain vigilant in matters of safeguarding, ensuring that concerns which arise through lessons, activities and attitude/behaviour are passed on promptly to the Designated Safeguarding Lead.



### Salary & Benefits

- Generous salary and pension package, tailored to reward and recognise top-tier talent commensurate with experience and accomplishments.
- If the candidate has pupils of Prep school age (Nursery - Year 8) fee remission is available, subject to availability of places.
- Freshly-cooked lunch and snacks are provided at no cost during term-time.
- The School operates a Cycle to Work Scheme.
- Staff swimming sessions are available in our indoor swimming pool.
- Bishopsgate has its own wellbeing programme of activities and support and free membership of our onsite fully-equipped gym.
- Professional Development opportunities.
- Small class sizes, allowing teachers to provide more individualised attention to pupils.
- Outstanding access to resources, including modern facilities, technology, and learning materials.
- A close-knit and supportive work environment, allowing staff to collaborate and share best practices
- There is on-site parking at School.





## Personal Specification

- The successful candidate will have impeccable interpersonal skills, the ability to communicate effectively with colleagues of all levels of seniority and able to build working relationships to ensure common goals can be achieved. The ideal candidate must be passionate about running a fun, stimulating, and safe Nursery for children, alongside wanting to grow and further their career opportunities. In addition to this, the successful candidate will:
- be a dynamic and energetic teacher; able to inspire young children, within a creative and supportive community.
- have a willingness to engage in extra-curricular activities as well as the wider life of Bishopsgate.
- have the ability to work co-operatively as part of a team, being open to new ideas and initiatives and able to contribute to the development and enrichment of the curriculum.
- believe in the worth of each individual child and meeting individual needs with skill and sensitivity.
- possess effective communication skills to deal successfully with parents, colleagues and pupils.

## Personal Qualities

- Excellent planning, administration and time management skills.
- The ability to work to deadlines.
- First class written, oral and presentational skills.
- Enjoy the parent-school interface.
- An outstanding team player.
- To undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned.

## Job Description

The post holder will take specific responsibility for the following areas, although this list may not be exhaustive and is subject to evolution over time.

### REPORTING

The Nursery Leader will report to the Head of EYFS on a day-to-day operational basis, who is led by the Head of Pre-Prep.

The Nursery Leader will be responsible for managing the Nursery staff on a daily basis. The ideal candidate will have:

- Strong leadership and team skills.
- A proven record of leadership experience within a Nursery setting.
- Excellent knowledge of the Early Years Foundation Stage.
- Strong people skills with the ability to listen, support and guide colleagues.
- A minimum Level 6 Early Years Professional Status qualification or equivalent is essential

### THE ROLE

The duties and responsibilities listed below are not exhaustive or restrictive:



- In support of the Head of EYFS, provide professional leadership and management of the Nursery.
- Assist in the continued development of a well-qualified and experienced Nursery team able to meet and exceed all relevant standards.
- Effectively manage the day-to-day running of the Nursery.
- Promote the aims and objectives of the Nursery.
- Promote the high standards of the Nursery at all times to parents, staff and visitors.
- Ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- Ensure that practice and provision in the Nursery meets the requirements of the Early Years Foundation Stage and the Statutory Framework.
- Support staff in delivering the EYFS.
- Ensure that children are kept safe and that staff understand and follow Safeguarding Procedures.
- Promote and facilitate partnerships with parents and other family members.
- Create and maintain a culture of self-evaluation and reflective practice throughout the Nursery.
- Be responsible for all Policy & Procedure reviews and updates relevant to the Nursery.
- Manage the day-to-day operation in order to ensure the Health & Safety of the children, their parents, the team and any visitors to the Nursery.





## Personal Specification

### EXPERIENCE



- Experience of leadership in a high performing Nursery.
- Evidence of energy to inspire, motivate and develop people and teams.
- Experience of working collaboratively within an Early Years environment, developing strong partnerships with colleagues to exchange ideas and learn from one another.

### SKILLS AND VALUES



- Strong alignment with the values of Bishopsgate.
- Exceptional and versatile interpersonal and communication skills.
- Ability to work through challenges, take difficult decisions and exercise sound judgement with integrity within a nursery setting.
- Commitment to embracing diversity and inclusion in a changing world.
- An ability to bring fresh perspective.

### KNOWLEDGE AND UNDERSTANDING



- Early Years degree specialism desirable.
- Thorough understanding of the responsibilities of a Nursery Manager in relation to safeguarding and child protection issues and a clear commitment to delivering best practice in safeguarding.
- Knowledge and understanding of statutory requirements and models for the curriculum and its assessment.
- Knowledge and understanding of effective teaching methods, including the use of IT.

### BUSINESS MANAGEMENT



- Recognition of the Nursery Manager's important role in marketing and recruitment.
- Energy, imagination and the ability to communicate ideas.
- Confident use of IT to improve effectiveness and efficiency in the running of the Nursery.



## Terms & Conditions

### Safeguarding

- Bishopsgate School is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The safeguarding responsibilities of the post include:
  - Promoting and safeguarding the welfare of pupils and young persons for whom you are responsible and with whom you come into contact
  - Following all codes of practice in relation to the safeguarding of the pupils' welfare: discipline; health and safety regulations; child protection; and the reporting of accidents
  - If in the course of carrying out the duties of the post, the post holder becomes aware of any

actual or potential risks to the safety or welfare of pupils in the school, s/he must report any concerns to the School's Designated Safeguard Lead (DSL) or to one of the Deputy DSLs

- All posts are exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with pupils.

### Whole Staff Responsibilities

- All staff must be prepared to work outside these hours occasionally to meet the requirements of the post
- Adhere to and promote all school policies, including those on code of conduct, whistleblowing, dignity at work and equality and diversity
- Comply with school policies and procedures with regard to absence and dress code



- Undertake such additional duties as may be consistent with the purpose of the post as defined in this job description

### Training

- All staff must attend INSET which is one or two days prior to the start of each term
- Undertake training appropriate to the role and keep up to date with emerging best practice
- Participate in the evaluation of job performance through the Professional Development Policy

### Health & Safety

All employees must be aware of the responsibilities placed upon them under the Health & Safety Act 1974, to ensure that the agreed safety procedures are carried out to maintain a safe working environment for pupils, visitors and staff.

### Data Protection

Bishopsgate School processes information about its current, past or prospective employees, applicants, current, past and prospective pupils; and their parents, carers or guardians and others

who are defined as data subjects under the Data Protection Act 2018. Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with the school's Data Protection Policy, which also provides information about how personal data about those individuals will be used. The School takes the protection of all personal information extremely seriously and is committed to a policy of protecting the rights and freedoms of individuals with respect to the processing of their personal information.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headmaster. This Job Description will be reviewed annually by the Headmaster.

## The Application Process

- Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate.
- Applicants are required to complete the Application for Employment form available on the School website.
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.
- If you are currently working with pupils on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to pupils or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with pupils, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with pupils, your current employer will still be asked about your suitability to work with pupils, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with pupils or young persons.
- You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Department for Education Pupils's Safeguarding Operation Unit.

- unless there is a valid reason not to do so.
- All candidates invited to interview must bring documents confirming any professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.
- Candidates may be invited for interview upon application.
- All candidates invited to interview must also bring with them three forms of identification. Either three from Group A or two from Group A and one from Group B:
- Group A
- A current driving licence together with paper licence,
- A passport,
- A full birth certificate,
- Marriage certificate (if applicable).
- Group B
- A utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Please note that originals of the above are necessary. Photographs or certified copies are not sufficient.

## Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with pupils.
- References will be requested before interview

