

Hilltoppers Nursery

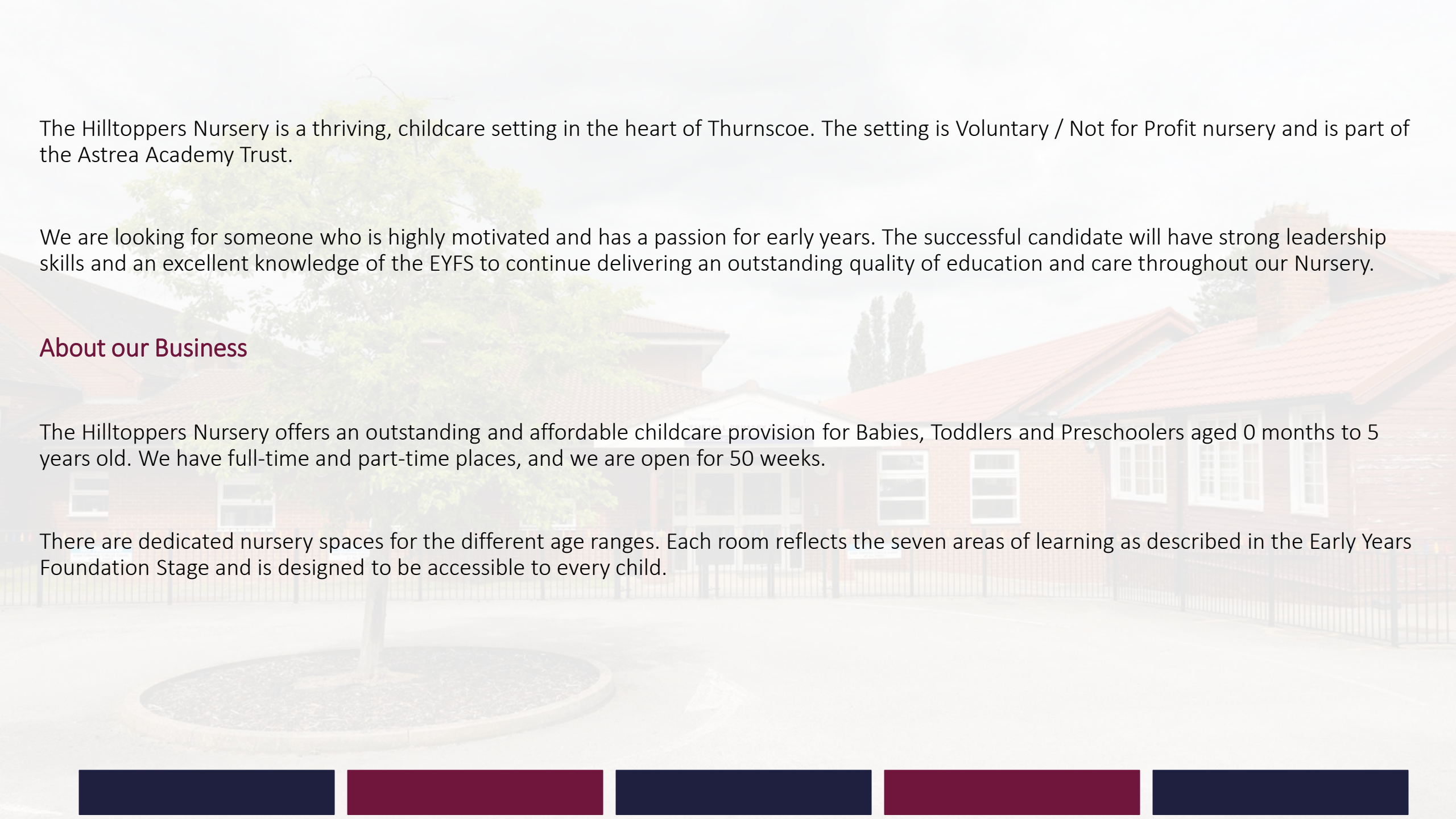


Astrea Academy Trust
INSPIRING BEYOND MEASURE

Nursery Manager

CANDIDATE PACK





The Hilltoppers Nursery is a thriving, childcare setting in the heart of Thurnscoe. The setting is Voluntary / Not for Profit nursery and is part of the Astrea Academy Trust.

We are looking for someone who is highly motivated and has a passion for early years. The successful candidate will have strong leadership skills and an excellent knowledge of the EYFS to continue delivering an outstanding quality of education and care throughout our Nursery.

About our Business

The Hilltoppers Nursery offers an outstanding and affordable childcare provision for Babies, Toddlers and Preschoolers aged 0 months to 5 years old. We have full-time and part-time places, and we are open for 50 weeks.

There are dedicated nursery spaces for the different age ranges. Each room reflects the seven areas of learning as described in the Early Years Foundation Stage and is designed to be accessible to every child.



We can offer you:

Enthusiastic and caring children who are keen to learn.

An opportunity to be part of an inspiring team that plays a central role in the broad and diverse community it serves.

An opportunity to make a difference to the lives of the young people and families in Doncaster.

Commitment to your continuing professional learning and career development.

A hardworking team who are committed to promoting high achievement across the curriculum and school .

A good humoured, industrious, highly skilled and enthusiastic staff team.

Supportive and effective leadership.

Access to the Teacher's Pension Scheme and our Employee Assistant Programme.

Astrea Academy Trust is fully committed to being diverse and inclusive workforce where together we can embrace each other's unique individuality, background and heritage. We believe that by reflecting and representing the communities and people we serve, we will better and further the life chances of our pupils.



Job Description

JOB TITLE:
Nursery Manager

REPORTING TO:
Regional Director of Schools (Primary)

SALARY RANGE:
£29,439 - £34,723

CONTRACT TYPE:
Permanent

WORKING PATTERN:
37 hours/52 weeks



Role Description

Purpose

The Nursery Manager is required to ensure all children attending the Nursery receive high quality care, kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

Main Duties and Responsibilities

- Plan and deliver effective management of the nursery, in accordance with the nursery operational plan, long term plan and self-evaluation requirements (SEF)
- Ensure the nursery complies with all relevant legislation, plus local authority and OFSTED requirements
- Lead and implement the EYFS Framework
- Ensure the provision is of the highest quality at all times and strives to attain the highest ratings such as OFSTED “outstanding”
- Ensure that the nursery target occupancy levels are met
- Responsible for the recruitment and overall management of all childcare and other staff
- Ensure that staff adhere to nursery policies, objectives and code of conduct
- Promote and maintain our reputation for providing exemplary practice
- Through inspirational leadership drive employee engagement, retention, and performance in the nursery
- Role model and mentor nursery team to ensure the highest quality early childhood practice and experience for all children, including children with special education needs and/or disabilities

- Act as Designated Safeguarding Lead at the nursery, holding overall responsibility for the day to day running of the nursery and management of safeguarding and child protection policies – monitoring and improving practice and behaviours that underpin our high-performance safety culture
- All employees are required to meet the expected level of performance necessary for undertaking their role, whilst demonstrating positive behaviours in line with Astrea Academy Trust Values
- Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment
- All employees are required to comply with all Astrea Academy Trust statutory and school policies and act in accordance with them as necessary
- All employees are required to demonstrate a continued commitment to professional development and undertake all relevant mandatory training associated with their role
- This list of key responsibilities is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

People Management

As an Astrea Academy Trust people manager, your primary role is to ensure that the objectives of the department and organisation are met through the effective leadership and management of your team.

Typical areas of responsibility include: people related tasks such as interviewing and selection, induction and probation, recognition, motivation and engagement, performance management and appraisal, training, coaching and staff development and management of employee relations issues, such as disciplinary, grievances, managing sickness absence and employee wellbeing.



Person Specification

Experience

- Experience within an Early Years leadership role
- Experience of managing, supervision and performance management of staff
- Exposure to management skills such as staff mentoring and guidance, meeting deadlines, efficiently organised

Education and Qualification

- Pediatric First Aid
- Willing to work towards Level 5 Early Years Lead Practitioner Apprenticeship
- GCSE English and Maths grade C/4 or above
- Qualified Teacher Status (QTS) where there is a stand-alone Nursery setting

Skills and Knowledge

- Knowledge and practical understanding of child development and parenting
- Knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspections process by OFSTED
- Ability to think critically and make decisions
- Able to work independently and to manage own time efficiently
- Ability to develop an effective team
- Ability to create and implement basic systems for child records and financial records
- Ability to communicate effectively with staff at all levels
- Commitment to equal opportunities for all children and families
- Promote an effective team environment and to promote best practice
- Promote continual personal development and learning amongst employees
- Able to communicate effectively with adults and children
- Excellent organisational skills and ability to work under pressure
- Able to demonstrate reliability and initiative
- Being comfortable with writing reports, letters, appraisals, emails
- Flexibility and resilience to cope with the changing needs of the nursery

This is not exhaustive.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks. For further details on the recruitment process, please review our Recruitment Pack. This can be found attached to each vacancy

About Astrea

Astrea is an ambitious, dynamic and young trust with a mission to tackle historic educational disadvantage and raise quality standards across all of our schools. Our academies are based across South Yorkshire and Cambridgeshire, often in areas or at schools which have experienced generationally poor educational opportunities. Our role is to change that. We have grown rapidly over the last four years and now educate around 14,000 students in 27 academies and settings. Whilst our educational outcomes have improved over the last 4 years, they are not yet as strong as we would like them to be, nor as strong as our students and communities deserve. With this in mind, we are entering a new period in our development. We are increasingly clear and specific about our vision for behaviour, curriculum and teaching quality.

Key Characteristics of our academies:

- High aspirations, with a firm emphasis on academic attainment
- A knowledge-rich curriculum that develops a general knowledge of the world not simply for progression for the workplace, but for the love of the acquisition of knowledge
- A calm and purposeful learning environment built on mutual respect and centralised behaviour systems
- Outstanding pastoral care with the provision of specific trust delivered SEMH services where appropriate to the pupil
- Standardised reading and arithmetic catch-up programmes for pupils where this is relevant that are taught by specialists
- Active parental and community involvement
- A broad range of extra-curricular activities including sports, music, performing arts and academic clubs

Objectives for pupils:

- Encourage all children to be confident, hard-working and ambitious, regardless of background
- Transmit a core body of knowledge to all pupils and the ability to think for themselves in order to be aware of the world around them
- To be active and thoughtful participants in their local community
- To be successful in achieving their qualifications at both GCSE and A Level

A knowledge-rich education:

- By a knowledge-rich education we mean a rigorous and extensive, knowledge-based education that draws its material and methods from the best and most important work in both the humanities and the sciences.
- The aim of a core-knowledge education is not primarily to prepare pupils for a job or career, it is more to transform their minds so that they are able to make reasonable and astute judgments and engage fruitfully in conversation and debate – not just about contemporary issues, but also about the universal questions that have been troubling mankind throughout history.
- We want children to leave our schools with the confidence that comes from possessing an essential general knowledge. A knowledge-rich education should not confine itself to the Western canon, but should embrace other cultures and traditions. What that canon includes will be subject to review, but will always be closely connected to the history and the present nature of the society in which we live, including our international connections.

View the [Astrea 2025 Strategy here](#)

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a Disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.



Astrea Talent Programme

We believe that everyone has talent. At Astrea, we want your career to flourish, nurturing potential through the Astrea Talent Programme. This provides a defined career pathway, with associated personal and professional development way points and opportunities, funded by the Trust, wherever you start on the pathway. From apprentice to senior leader, we are devoted to growth and fulfilment. We want you to realise your ambition plus competence towards a brilliant education for all our pupils, giving them the opportunities they truly deserve.

