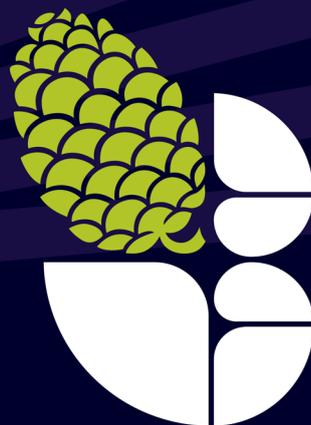


# NURSERY MANAGER

Woodlands Primary Academy  
September 2024



**WOODLANDS  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague

Thank you for your interest in the role of Nursery Manager at Woodlands Primary Academy.

Woodlands Primary Academy joined Creative Education Trust in April 2015. Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As a Creative Education Trust school, we have access to outstanding support from the very best experts in school improvement and professional development. Our children also benefit from cross trust enrichment activities and an innovative approach to cross-curricular development through the 'Knowledge Connected' programme.

At Woodlands we aim to provide excellence through opportunity. We nurture the best in every child, ensuring equal opportunities for all. We strive to provide the very best teaching and learning opportunities, supporting all our children, whatever their need may be.

We are a large and friendly staff team who understand the importance of a high-quality education to support all pupils to achieve their full potential. The curriculum has been developed in school by the teachers and LSAs. We strive to provide pupils with a rich programme of co-curricular activities. Our school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care. As well as meeting their educational needs we also have a nurture room where we offer 1:1 support and small nurture group support for vulnerable children who have additional emotional needs.

We are lucky enough to be able to offer our children specialist provision for music and sport. Our specialist music provision includes our own designated music room and practice area. Our specialist music lead provides weekly music lessons to every year group and we offer whole class instrumental teaching opportunities for all our children.

We have an impressive record of sporting achievements at our school. Our children regularly compete at County and National level. This success is achieved through the successful leadership of our PE instructor. All children have two hours of PE each week and we offer a range of extra-curricular sports clubs which are second to none!

We have an amazing environment here at Woodlands so we can take teaching out of the classroom. Our nursery, reception and year 1 have their own designated outside space, as well as large playing fields and our very own woods, complete with over a mile of nature trails.

I would be delighted to discuss this role with you and am available on [Enquiries@woodlandsprimaryacademy.org.uk](mailto:Enquiries@woodlandsprimaryacademy.org.uk) or **01493 665314**

I look forward to receiving your application.

Yours sincerely,



Ed Pearson-Shaul  
On behalf of Woodlands Primary Academy



**“We are looking for candidates with the imagination, energy and commitment to make a positive difference to our school.**

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT WOODLANDS PRIMARY ACADEMY



We opened as a community primary school in September 2008, catering for children between the ages of 3 and 11 years. There are two classes in each year from Reception to Year 6 and a nursery class.

Since April 2015 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

We work closely with other local schools, both secondary and primary, as part of the Lynn Grove cluster. This ensures that there is consistency between the schools in areas such as SEND provision and creates a core focus on providing a positive education for students in Gorleston and Bradwell.

The school is well resourced and we strive to provide an inclusive and expansive education for all of the children in our care.

## Our on-site facilities include:

- A purpose-built extension for Nursery, Reception and Year 1 children, which helps nurture students in the Early Years whilst also allowing smooth transition to Key Stage 1;
- Portable banks of Chromebooks;
- New digital screens in every classroom;
- A purpose-built, fully computerised central library;
- Specialist facilities for music, art, science, design and technology (including food technology) and special educational needs;
- A Speech and Language Therapist;
- A large environmental area on the school site, which includes a woodland, pond, an orchard and over a mile of nature trails which we frequently use as a teaching resource.
- We also have covered seating areas, a trim trail and a play activity area.



The school's outcomes at the end of Key Stage two have increased year on year since joining CET and the school has moved from Ofsted inadequate to good.

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139580/woodlands-primary-academy>

# SUPPORT FOR OUR STAFF

As a member of staff at Woodlands Primary Academy you will feel supported and inspired by a group of ambitious and caring colleagues.

Every member of staff benefits from:

- High quality professional development
- Regular training to develop your skills and knowledge
- A tailored induction programme to meet your needs

In addition to the opportunities for career progression, training, and development, we also offer a competitive rewards and benefits package.

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## EMPLOYEE BENEFITS

- Vivup platform that brings employee benefits, discounts, wellbeing, and staff recognition
- Employee Assistance Scheme provided by Health Assured - unlimited access to advice, information, and face to face counselling support on a range of issues including emotional, personal, legal and financial, or relationship issues for yourself and those living within your household.
- Bike2Work Scheme - where you can save up to 42% on the cost of bicycles and/or equipment.
- Home Use Programme - you to get a licensed copy of Microsoft Office 360 to install and use on your home computer and up to six devices for free.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# NURSERY MANAGER

## JOB DESCRIPTION AND PERSON SPECIFICATION

### SALARY

NJC Scale F, Points 12-17

### HOURS

37 hours/week

Term time +2 weeks

### LOCATION

Woodlands Primary Academy, Great Yarmouth

### THE ROLE

To provide safe, high quality education and care for pre-school children; to fulfil legal statutory requirements; to lead and manage staff on a day-to-day basis; contribute to and implement nursery policies.

### SUPPORT FOR CHILDREN

- To ensure the health and safety needs of each individual child are met at all times.
- To ensure that children's play is stimulated, encouraged and developed in a positive way enabling them to play appropriately and creatively, individually or in groups.
- To ensure that children's language development and social skills are fostered through sustained shared thinking and the use of open ended questioning.
- To ensure that individual children's needs, progress and development are acknowledged noted and shared with parents and the committee where appropriate and any issues of concern regarding an individual child are dealt with and reported to the committee as soon as possible.
- To ensure that the personal, social and emotional needs of individual children are attended to, together with any other special requirements and depending on the nature of a pupil's special needs, these are made part of the play experience wherever possible.
- Foster an atmosphere of mutual respect and ensure that the behavioural, equal opportunities and anti-racist policies of the centre operate effectively at all times.
- Ensure that under agreed procedures, first aid/medicines are given where necessary, sick children are accompanied to a hospital if necessary and programmes of special care are followed exactly.

- To organise and support the delivery of full care for children and to ensure safe delivery to the parent and/or named carer.
- To be responsible for providing a high quality of teaching and learning, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.

### SUPPORT FOR PARENTS

- Ensure that warm, welcoming and friendly relations with parents are developed and maintained by all staff at all times.
- Ensure that any information regarding individual children's needs, interests, achievements and developments within the centre are shared with parents on a regular basis.
- Ensure that parental support, involvement and interest in their child's development and the centre are developed and encouraged.

### SUPPORT FOR STAFF

- In liaison with the committee select, interview and induct new childcare staff into the centre and ensure that the required performance management procedures are carried out.
- Liaise with committee to manage and support childcare staff in their day to day work.
- Identify training needs and encourage and support staff in undertaking further training.
- Ensure staffing levels are maintained to meet or exceed the required standards at all times, including the arrangement and provision of cover for sickness and holidays and short-term emergency cover for colleagues as required.
- Liaise with committee to lead, build and develop a strong childcare team.
- Ensure that health, safety and hygiene standards are maintained to or exceed the required standards within the centre.
- Ensure the behavioural, equal opportunities and anti-racist policies of the centre operate effectively at all times and inappropriate behaviour/language is challenged.

### SUPPORT FOR THE NURSERY

- To be the lead person for child protection in the nursery and to ensure that any child protection concerns are acted upon immediately and appropriately.

- Ensure that the required standards and guidelines issued by OFSTED and Norfolk County Council are met or exceeded at all times.
- Ensure health and safety issues are given priority and a safe and secure environment is maintained at all times. Ensure any health and safety risks are dealt with and reported to the committee as soon as observed. Ensure that the required procedures regarding the recording and notification of accidents to staff or children are carried out.
- Ensure that a friendly, welcoming environment where children and adults feel relaxed and welcome is maintained.
- Ensure that programmes designed to stimulate, challenge and engage groups of children and individuals, appropriate to their levels of development and individual needs are provided and that the necessary equipment and activities are available to meet the planned programme requirements each day.
- Ensure that records of attendance, planning and review of activities, observations and assessments of individual children's development and progress in planned activities and how these are used to inform the planning process and any other records as may be required are completed and maintained in a systematic way.
- Ensure that healthy snacks and refreshments are available for children as required.
- Ensure that the storage, cleaning and maintenance of toys, activities and equipment, including ICT equipment where appropriate is completed to the required standards or above.
- Ensure that routine cleaning tasks to maintain high levels of health and hygiene are completed throughout the childcare area and any potential health and hygiene risks are dealt with and reported to the premise manager committee as soon as observed.
- Ensure the general efficient operation of the childcare provision, including clerical, office and reception duties, where necessary.
- Attend and participate in meetings and regular staff meetings as required by the committee, participate in performance management arrangements and undertake training and development as required.
- To draw up and to supervise the daily programme of nursery activities and events.
- To be responsible for implementing systems of observation and record keeping so that children's progress and achievements are effectively and regularly assessed: to monitor the effectiveness of assessment procedures.
- To organise the key person system and to effectively supervise staff on a daily basis; to be responsible for monitoring the quality of teaching; to participate in staff appraisals and to identify in-service training needs.
- To ensure records are properly maintained e.g. daily attendance register and accident records.

This job description may be amended at any time following discussion between the headteacher and members of staff and is to be reviewed periodically.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Minimum of Level 3 or equivalent qualification in early years education and childcare.</li> <li>• Ability to lead and manage a team of staff to deliver high standards and results.</li> <li>• Proven experience of running a similar setting.</li> <li>• A willingness to work towards achieving a higher level qualification and/or early years professional status.</li> </ul>	<ul style="list-style-type: none"> <li>• Paediatric first aid</li> <li>• Basic Food Hygiene</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of how children learn.</li> <li>• Ability to remain calm and supportive in unexpected or emergency situations.</li> <li>• Effective positive management strategies</li> <li>• Flexible, self-motivated and enthusiastic</li> </ul>	
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement Health and Safety procedures.</li> <li>• Sound understanding of child development and of children's needs.</li> <li>• Ability to plan and implement a pre-school curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunity considerations.</li> <li>• Ability to work with parents and to encourage their involvement.</li> <li>• Ability to lead and manage a team of adults to deliver high standards and results.</li> <li>• Ability to communicate effectively with a range of people.</li> <li>• Demonstrate professionalism in approach to managing all issues.</li> <li>• Ability to write clear reports.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Enjoy working with children.</li> <li>• Demonstrate high expectations of children.</li> <li>• Have effective behaviour management skills.</li> <li>• Show initiative and is well organized.</li> <li>• Ability to provide safe and creative play.</li> <li>• Ability to communicate at all levels.</li> <li>• Ability to meet children's individual needs.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>• A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> </ul>	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.