

**NURSERY MANAGER**

**INFORMATION FOR APPLICANTS**



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# **ALDERLEY EDGE SCHOOL FOR GIRLS**

## **Introduction**

Alderley Edge School for Girls (AESG) was formed in 1999 from the merger of Mount Carmel and St Hilary's schools. Whilst we celebrate our past, we are a forward-looking school in many different ways.

AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

We value the successes and achievements of all our girls; both academically and in other contexts, from dance to drama, music to sport. Girls leave as confident, articulate and mature young women who can achieve in the world beyond our school gates.

AESG is a community. All our girls, from those in Nursery at the age of two through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

AESG is a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognize commitment, hard work and success, setting the girls the challenges they need to develop their talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support, both locally and globally, through our fundraising and community service.

The School has been awarded Apple Distinguished Status and Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

## Aims and Vision

*Aspire not to have more, but to be more.*

We are a high-achieving, academic and dynamic school which fosters the well-being of each individual within an exciting, challenging and supportive environment. We recognise commitment, hard work and success, setting ourselves the highest academic challenges to develop our talents to the full.

We are proud of our school and its Christian values, yet respect the beliefs of others in our community. We believe in social justice for all and feel a sense of responsibility for those less fortunate, for whom we provide support both locally and globally through our fundraising and community service.

## Our Aims

1. We are an academic school, and we aim to ensure that every girl is a diligent and confident learner who achieves her full **academic** potential. Our broad, rich and balanced curriculum maximises opportunities for the girls to excel, with excellent teaching and high expectations in the classroom. Close monitoring and regular assessments, combined with knowing each girl as an individual, ensure that she is stretched, challenged and motivated to succeed. By providing a stimulating, challenging and exciting learning environment we aim to develop independent learners with inquiring minds, a thirst for knowledge and passion for lifelong learning.
2. We provide an **enrichment** programme which offers a huge range of opportunities for girls to achieve outside the classroom. Whether it be through sport, music, drama, public speaking, subject specific activities, Duke of Edinburgh or Community Service, girls can – and do – succeed. Girls develop important skills for life and become interested, aware and empathetic, showing a genuine concern for others and are keen to do all they can to make this a better world, both locally and globally.
3. We are proud of our Christian foundation which encourages girls to explore their **spirituality**, within a supportive, open and accepting environment. We are a Christian school and happily welcome others who share our values. We aim to ensure that all girls develop empathy for others and a strong moral compass based on Christian principles. Our supportive, pro-active pastoral care ensures that girls feel they belong to the school community and treat others with respect.
4. Our aim is to educate **girls** aged 2 to 18 within a positive, empowering environment which encourages them to think creatively, aim high and play an active part within the school community. We value the importance of an all-girls' education and all the benefits this brings them. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers forward. In this way they learn important life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

## **Leadership and Staffing**

The School, which is split into Junior and Senior sections, is led by a newly-appointed Headmistress who joined the school in September 2020. The Senior Leadership Team comprises the Headmistress, Bursar, Director of External Relations & Partnerships, both Senior School Deputy Heads (Academic & Pastoral), the Junior School Deputy Head, the Junior School Pastoral Co-ordinator and the Head of Sixth Form.

In the Senior School, teaching staff comprise two Deputy Heads and 50 teachers (21 full-time and 29 part-time).

In the Junior School, teaching staff comprise one Deputy Head and 10 teachers (6 full-time and 4 part-time), supported by 4 teaching assistants. The Nursery is led by a Manager, who is supported by 5 assistants.

## **Support and Administrative Staff**

The Support and Administrative Teams work closely with the teaching staff to support teaching and learning and ensure the smooth running of the school. Most of the teams are line managed by the Bursar, with a few members of staff line managed by the Headmistress or Deputy Heads.

The support staff teams comprise the following:

- Administrative and Secretarial Support
- Catering (External Provider)
- Cleaning (External Provider)
- Exams Officer
- Facilities and Site Team
- Finance Department
- IT support
- Librarian
- Marketing, Admissions and Development
- School Chaplain
- School Nurse
- School Transport
- Science & DT Technicians

## **Accommodation**

In the last four years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. ICT suites have been modernized and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have been re-roofed and the main vehicle entrance and parking facilities have been improved, along with the interior of the School kitchen.

## **The Early Years at Alderley Edge School for Girls**

The Early Years Department at AESG is instrumental in forming firm foundations for future life and ensuring our girls are ready for the next stage of their education. We are a small, intimate setting and as such work together closely as a team. We pride ourselves on our relationships with parents and the strong family values we foster in our Early Years and beyond.

We have a separate Nursery and Pre-School with three staff members in each room. The girls have access to their own outdoor space and a large outdoor play area with a pirate ship, climbing posts and a large sandpit which they share primarily with Reception. We have a large field at the rear of the school which is ideal for sports and outdoor exploration. The girls also use our brand-new library and the Sports Hall. Staff work closely with our specialist music teachers and specialist PE lessons begin in Pre-School. MFL, Music, Singing and Library are taught in specialist lessons from Reception age.

We have a child centred approach and the girls learn through continuous provision alongside adult directed tasks. Learning in EYFS becomes more formal by the end of Reception but elements of learning through play and exploration continue into Year 1. Our planning is based on the interests of the girls and is tailored to their individual needs. As Early Adopters of the new EYFS reforms, we are confidently using the new Development Matters to guide our planning and the next steps for our girls. Day trips and guest speakers offer opportunities to learn beyond the classroom and we take full advantage of the benefits of being in Alderley Edge with facilities and activities available right on our doorstep.

## **Nursery Manager Job Description**

### **Responsible to the Head of EYFS**

The role of the Nursery Manager is to provide professional leadership and management to the staff team and to ensure that all children receive the highest standards of care and education. We are a unique setting with a highly qualified team and pride ourselves on the close relationships we form with our parents.

### **Responsibilities**

#### **Leadership**

1. To lead the Nursery and Pre-School Team and report to the Head of EYFS and Deputy Head of Junior School.
2. To support the staff and promote a cohesive staff team.
3. To lead and attend staff meetings (including outside of normal working hours) within the school and also part of Early Years Cluster Groups.
4. To liaise with the Finance and Admissions departments to ensure the correct information is available regarding intake, invoicing and funding.

#### **Teaching**

1. To plan and prepare learning activities and update programmes of study regularly, including visits and guest speakers.
2. To teach all children according to their educational needs.
3. To assess, record and report on the development, progress and attainment of pupils.
4. To work with specialist teachers e.g. PE and Music.

#### **Pupils**

1. To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
2. To provide guidance and advice to pupils on educational and social matters.
3. To keep relevant records and reports.
4. To make records and reports on the personal and social needs of pupils.
5. To communicate and consult with parents of pupils.
6. To communicate and co-operate with persons or bodies outside the school.

7. To participate in meetings for any of the purposes described above.
8. To undertake supervisory duties such as lunch duties and any other duties as required and directed by the Head of EYFS.

## **Parents**

1. To provide and enable open communication with parents on a daily basis and deal with parental concerns, first seeking advice from the Head of EYFS / Deputy Head of Junior School as appropriate.
2. To record on the MIS (iSAMS) and CPOMS details of any contact with parents.
3. To liaise with parents and relevant outside agencies.

## Specific Responsibilities within Junior School

1. To undertake any further reasonable duties as requested by the Deputy Head of Junior School or the Headmistress
2. To participate in staff meetings, INSET days and arrangements for further training and professional development.

## **Nursery Manager Person Specification**

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Relevant qualification in Early Years at Level 4 or above (NCFE / CACHE / BTEC / Foundation Degree).	Degree in Early Years Practice or Equivalent  PGCE or QTS
<b>Training</b>	Evidence of Continuing Professional Development.	Paediatric First Aid Training (or a willingness to undertake a first aid qualification).
<b>Experience</b>	Experience of teaching in EYFS.	Experience of teaching in Nursery & Pre-School. Experience of leading a room/ managing a team.
<b>Knowledge and Skills</b>	Knowledge and understanding of: <ul style="list-style-type: none"> <li>• The EYFS statutory framework</li> <li>• the monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• the statutory requirements of legislation concerning Equal</li> </ul>	Good administration skills such as updating spreadsheets, tracking pupil numbers and keeping all other department informed.

	<p>Opportunities, Health &amp; Safety, SEN and Child Protection;</p> <p>Up-to-date and thorough knowledge of developments in the teaching in EYFS and pedagogic practice.</p> <p>Excellent ICT skills – Experience of teaching using iPads and other technology to enhance Teaching and Learning.</p> <p>Ability to incorporate the use of technology into lessons, to enhance pupils' learning and progress.</p>	
<b>Personal Qualities</b>	<p>Highly developed interpersonal skills.</p> <p>Integrity, loyalty, positivity and commitment.</p> <p>High expectations of self and others.</p> <p>Commitment to equal opportunity.</p> <p>Positive and flexible approach to opportunities and challenges.</p> <p>Resilience and ability to work under pressure and meet deadlines.</p> <p>Good team player</p> <p>Sense of humour.</p>	
<b>Safeguarding</b>	<p>Full understanding of safeguarding requirements.</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children.</p>	



## **Terms and Conditions of Employment**

### **Salary and Other Benefits**

£20,000 - £25,000 dependent on qualifications and relevant experience.

The salary for the post will be discussed individually with the successful candidate.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of a Scottish Widows Group Personal Pension scheme.

Staff may purchase a lunch from the School dining room, and refreshment facilities are available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Full Terms and Conditions will be defined in the Contract of Employment.

### **Working Hours**

The position is offered as term time only plus INSET days, full time, Monday – Friday, 7:30am to 3:30pm. This is inclusive of 30 minutes unpaid break for lunch (37.5 hours / week). It is to be expected that some evening and weekend work will be required to support Open Days and Key School events.

### **Safeguarding**

Alderley Edge School for Girls regards as paramount the welfare and safety of children. Whilst criminal convictions are not necessarily a bar, this safety consideration will be key to all decisions regarding the employment of staff, approval of volunteers and standards of external contractors. Any offer of employment is made subject to satisfactory Disclosure and Barring Service (DBS) and Barred List checks.

## **Equal Opportunities**

We are committed to treating all employees with dignity and respect regardless of race, ethnic background, nationality, colour, gender, transgender status, pregnancy, disability, age, sexual orientation, marital status, religion or belief.

## **Applications**

The closing date for applications is **12 noon, Wednesday 29 September 2021.**

Interviews will take place the week commencing **Monday 11 October 2021.**