



SHERFIELD SCHOOL

Nursery • Junior-Prep • Senior-Prep • Senior • Sixth Form

Nursery Manager (September 2020)

Would you like to work with some of the most warm hearted and imaginative children on the planet? Zoom into space with them on one day; make a den and splash in puddles the next or perhaps you'll sail off around the world on an imaginary adventure. We can guarantee no two days will ever be the same...

Our independent day nursery with a highly regarded reputation is set in a beautiful location and we are seeking to recruit a Nursery Manager. You will join a fantastic and caring team who put the children in our care first and support one another.

With a career at Sherfield Nursery you get to nurture and encourage the creativity of children, meaning there's never a dull moment as you see young minds develop; and you never stop learning too!

The nursery is open from 7.30am until 6.00pm. This is a permanent full time post, working Monday to Friday, 48 weeks per year. We offer a competitive salary and a fantastic working environment.

To apply, please send your covering letter and Sherfield application form to Danielle Bishay, Sherfield School, emailing: d.bishay@sherfieldschool.co.uk

Closing Date for Applications: Midday, Monday 30 March 2020

Interviews will be held shortly afterwards.

Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

JOB PROFILE

JOB TITLE:	Nursery Manager	SCHOOL/ DEPARTMENT:	Sherfield School
REPORTS TO:	Head of Junior Prep	LOCATION:	Sherfield on Loddon

PURPOSE OF THE JOB:

To lead and manage Sherfield School Nursery and Pre-Reception.

To lead and manage the Nursery and Pre-Reception Team taking responsibility for the welfare, care, learning and all round development of children in Sherfield School Nursery.

1. ORGANISATION CONTEXT:

Headmaster
Deputy Headmaster
Head of Junior Prep
Nursery Manager

2. PRINCIPAL ACCOUNTABILITIES

- To support the education and welfare of pupils, in accordance with the requirements of the Terms and Conditions (Contract), the Employee Handbook, aims and policies.
- To share in the corporate responsibility for the well being and discipline of pupils, following procedures as detailed in the school's Welfare and Safeguarding, Behaviour Management and Health and Safety Policies.
- To lead and co-ordinate the Nursery and Pre-Reception team promoting a positive environment and demonstrating reliability, initiative and creativity.
- To attend a weekly meeting with the Head of Junior Prep to ensure rotas are prepared in advance and there is continuity and progression throughout the setting.
- To develop Sherfield Nursery as a centre of excellence fostering an environment in which the children are encouraged in their all round development and where high standards of educare are provided.

- To oversee planning and assessment ensuring activities are suitable for the age range of the children, following EYFS curriculum.
- To keep up to date with the most recent ISI regulations, standards and frameworks.
- To manage resources ensuring that they are clean, correctly stored with labels and well maintained
- To take responsibility for individuals and groups being clear about the learning objectives and assessments required.
- To work with colleagues in order to ensure that the Nursery is clean, tidy and ready for use at the start of each session, particularly ensuring that the kitchen and food hygiene meets legal requirements.
- To share responsibility for producing high quality displays and a stimulating and attractive environment.
- To shop for items as required.
- To undertake the care of sick or unhappy children.
- To advise the Head of Junior Prep of any matter requiring attention.
- To build a positive relationship with parents/carers including keeping a liaison book for each child.
- To attend briefings, staff meetings/parental consultations/school events as required.
- To promote the good work of the school in the wider community.
- To attend INSET days as specified and participate in professional development and performance review procedures.
- To support any reasonable request by the and leadership team.

PERSON SPECIFICATION

The following personal attributes are required:

- a clear understanding of and commitment to the high level of quality assurance which drives every aspect of the school;
- good oral, written and ICT communication skills;
- excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
- excellent inter-personal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
- high standard of personal dress;

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- high levels of commitment, motivation, energy and enthusiasm;
 - good health and attendance record;
 - sense of humour;
 - the ability to think creatively and to solve problems;
 - an awareness of when to seek advice and support.