



**Nursery Manager**

**Recruitment Information Pack**



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## About Us

Guisborough Montessori offers the highest standards of child care delivered by education specialists who are wholeheartedly committed to the well-being and development of the children in their care.

With exceptional facilities and resources in a secluded yet central location in the grounds of Prior Pursglove College, we have created a warm and friendly environment in which your child can thrive.

## Vision Statement

Guisborough Montessori strives to provide every child with experiences which will inspire confidence, independence, friendship and self-pride. We aim to spark curiosity and wonder through equality of opportunity for each individual child.

We seek to nurture each individual family to become strong partners in their child's learning experience and aim to build community relationships for the benefit of all.



## Values & Ethos

We wholly believe that all children have the right to an education which is tailored to their individual needs to ensure that they reach their fullest potential. Working in partnership with parents, we will ensure that we offer a rich and vibrant curriculum to ensure that all children have access to opportunities which will support their holistic development and that expectations are high for all children, always.

At Guisborough Montessori we welcome and value all families. We are committed to ensuring that each child understands the responsibility they have within the wider community – building on themes of mutual respect, the rule of law, democracy and individual freedom. These themes are modelled by staff in everything we do.

## Testimonials

*“When it came to settling our child into nursery, we were offered an extensive transition period. The staff understood the importance of him being able to transfer his attachment from myself to them and this new environment. They provided him with all the time he needed rather than giving an arbitrary number of hours that many other settings had offered us. Again, this demonstrated to me that at the core of this nursery is the happiness and welfare of the children and families.”*

*“There was a marked difference between Guisborough Montessori and the other nurseries I had viewed, there was so much experience and focus on the children that I had not experienced before. There is a real focus on family values, activity-based learning and the importance of play – this was in line with how I wanted my child to develop”*

*“Since starting nursery, my child’s development has been measurably different, his communication skills, his character, it is so noticeable. He is able to manage tasks that he struggled with prior to nursery, and his hand eye coordination has improved significantly.”*

*“The staff work on a child centered and child led basis and is evident when you spend time in the nursery. Staff are led by the children’s interests, and they use this to engage them in learning or sometimes just ensuring that the child feels happy and comfortable in the environment – both equally important in the early years.”*

*“Every week the nursery provides an excellent array of meals that the kids are able to help prepare. Every day our child attends he’s undertaking new activities, learning new skills and been given opportunities to increase his knowledge in a way which suits him best. Our son is very much an outdoor child and benefits greatly from the outdoor facilities at Montessori. He is particularly a fan of the sand pit and enjoys all of the outdoor activities.”*



## Application Process

The closing date for all applications is **Noon, Friday 6th December**

Interviews will be held **Friday 13th December**

An email will be sent to candidates with the outcome of the shortlisting process.

### **Application Process**

Please apply online via NYC Jobs

An email will be sent to candidates with details of the shortlisting process.

We do not accept CV's.

### **Queries / Visits**

Please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

**When applying please take into account the following:**

### **Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

### **References**

When completing your application, please provide two employment referees. Generally, this is your current and most recent employer.



## Job Description

Reporting to the Directors, you will manage all aspects of the running of the nursery, ensuring that all children attending Guisborough Montessori Nursery receive high quality care, are 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).

### **Duties and Responsibilities:**

- To lead and contribute to the provision of a high quality environment to meet the need of individual children from different cultures and religious backgrounds, and stages of development.
- To plan and deliver exciting and engaging experiences that are centre around the children needs and interest.
- To provide comfort, warmth and empathy to children and families that require physical or emotional support.
- To develop and enhance areas of provision to spark the interest and curiosity of children in their learning experiences.
- To engage with parents on a regular basis, to form strong links that promote a positive working partnership, including high levels of parent involvement and customer satisfaction.
- To quality assure and keep accurate data and assessment records of children's learning and progress e.g. learning journals.
- To ensure that first and foremost, safeguarding children and staff is the utmost priority.
- To have a strong understanding of the safeguarding protocol and be able to follow and act upon this effectively.
- To effectively manage the nursery through reflective practice, develop long term plans and action plans that progressively move the nursery forward and expand the current provision.
- To ensure the nursery complies with all relevant legislation, plus local authority and OFSTED requirements.
- To ensure the nursery operates within budgetary constraints.
- Ensure the required standards, staffing ratios and conditions of registration are maintained at all times.

- To work in partnership with early years professionals and agencies as required, such as Health Visitors and SEN services.
- Monitor occupancy levels and proactively market the nursery.
- To liaise with the HR Manager to ensure that Safer Recruitment Processes are followed for all employed staff, volunteers and work placements.
- Manage, lead and develop all nursery staff, including responsibilities for all aspects of people management, performance management and staff development.
- To ensure that staff adhere to nursery policies, objectives and code of conduct.
- To ensure accurate records (including attendance records) are maintained for all children and to enable accurate financial and management reporting to Directors and other Managers within TVCE Ltd as required.
- To promote and maintain our reputation for providing exemplary practice.
- To be responsible for all aspects of Health & Safety within the workplace, including but not limited to; accident reporting, overseeing fire and evacuation procedures, first aid provision and risk assessments.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

## **Person Specification**

### **Essential**

- A passion and drive for working with children within the Early Years Foundation Stage.
- A belief in building strong Parent Partnerships to provide cohesive learning to our children.
- A lifelong learner who can be a good role model for children and other member of the team.
- An ability to teach groups of children of varying ages, needs and abilities.
- Patience and excellent observational, communication and diagnostic skills.
- Level 3 Childcare qualification from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE).
- At least 4 GCSEs at grade A-C, or equivalent level 2 qualification, including English and Maths.
- Paediatric First Aid certificate, or willingness to undertake training.
- Proven leadership experience, including the ability to plan and prioritise own workload and those of others, work to deadlines and manage conflicting priorities.
- Able to lead, organise, manage, and motivate others and demonstrate line management skills.
- Excellent planning, organisation, administrative and time management skills.
- Excellent communication skills, both written and verbal including maintaining records.
- Knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspections process by OFSTED.

### **Desirable**

- Willing to consider graduate or post graduate training – Early Years Teacher.
- Experience of successfully passing an OFSTED Inspection to good or outstanding levels.
- An awareness of child education philosophies and pedagogy.
- To bring other passions\_and skills to EYFS such as forest school. Beach school, oracy.



# APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL

## IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

### Data Protection

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

### Rehabilitation of Offenders

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

### Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

### Canvassing

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

## Policy Statement on the Recruitment of Ex-offenders (Source [www.gov.uk](http://www.gov.uk))

1. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](#) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.