

WELLESLEY PARK EXPLORERS



EYFS



Foreword from the Headteacher



Dear Applicant,

On behalf of the children, staff and Local Governing Body at Wellesley Park Primary School we would like to thank you for your interest in joining us and the Blackdown Education Partnership.

I joined Wellesley Park in January 2019 and each day it is an absolute pleasure to work with our children, parents and staff. We have high standards and expectations; all our staff work hard to ensure that every child is afforded the education they deserve, regardless of their background. We need staff to join us who share these very high expectations of themselves and those they work with.

During the past 7 years, through significant school development, we have created a positive, inclusive and aspirational environment. We were delighted when this achievement was acknowledged in our positive OFSTED report.

We are looking for an exceptional candidate to become a Nursery Manager at our school from as soon as mutually agreed. If you are ambitious, dynamic, inspirational and are looking for progression, as well as benefiting from research-based school improvement, then this is the school/nursery to further develop your career. We are looking for an individual who is a passionate, committed and confident practitioner. We want to recruit staff that engage and inspire both pupils and colleagues. Ideal candidates will be resilient, hardworking and willing to go the extra mile to ensure that our provision is 'Good or better, everyday'.

Visits to the school are warmly welcomed, in fact encouraged to see for yourself our wonderful school environment and meet our staff and pupils. To arrange a visit, or for further information, please contact the school office on 01823 666814.

We are currently welcoming **ongoing applications** for the role of **Nursery Practitioner** to join our dedicated and friendly team. This is an **open advert**, and we will be reviewing applications and contacting suitable candidates **as they are received**—so don't wait to apply!

We look forward to receiving your application, understanding how you can complement our team, and inspire our children.

Yours sincerely,

Carly Wilkins

Headteacher



About Our School

Wellesley Park Primary School is a large primary school serving the Wellington community.

Ofsted (2026)

Inspectors commented:



- Leaders ensure that children get off to a flying start in early years.
- Leaders have created an open, welcoming and inclusive culture.
- The curriculum is broad, ambitious and clearly structured. Leaders have given careful thought to how learning builds key knowledge and vocabulary across subjects.
- Staff know their pupils well.
- Leaders are ambitious and have high expectations for all pupils.
- The programme for personal development and wellbeing is given clear priority and leaders ensure it is closely aligned with the school's value and ethos.
- Pupils feel welcomed, known and supported the moment they arrive at school.



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Wellesley Park is a wonderful, caring and community spirited primary school. My two children are thriving here and have many opportunities available to them, such as ukulele lessons, residential trips and outdoor learning (they love making s'mores over the fire!). All the staff at the school are outstanding and they care highly for the children. Wellesley Park has provided my children the best start to their education journey and continues to exceed my expectations. Highly recommend Wellesley Park to everyone!

Catherine – Parent

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Wellesley Park is a thriving and inclusive school community, where all children are valued; all of our pupils are loved, supported, and helped continuously to achieve their own, full potential. Wellesley Park pupils in turn, are kind, hard-working, fun and curious - and we are always so proud of them all!

Emmie – Teacher/SENDCo



JOB SPECIFICATION

JOB TITLE: Nursery Manager – Wellesley Park Explorers

How to apply: Details on the school website with a link to **apply via Eteach**

Deadline: We are currently welcoming **ongoing applications**
Interviews: for the role of **Nursery Manager** to join our dedicated and friendly team. This is an **open advert**, and we will be reviewing applications and contacting suitable candidates **as they are received**, so do not wait to apply!

School: Explorers Nursery part of Wellesley Park Primary School

Join **Explorers Nursery** as our **Nursery Manager** and play a key role in growing our provision within Wellesley Park Primary School. This is an exciting opportunity to lead and shape the future of early years education in a modern, purpose-built environment designed to inspire outstanding learning and development.

Welcoming children aged **9 months to 4 years**, creating a nurturing, innovative space where every child can truly thrive. This new phase in our journey, shaping the future of early years education in a modern, purpose-designed environment that supports exceptional learning and development.

Grade: **11 – Salary £32,597 to £36,363 per annum (£16.90 to £18.85 per hour)** dependant on experience Employer pension contributions

Hours: **37 hours per week - Monday to Friday, hours between 7.30am & 6:00pm, All Year**

Disclosure Level: **Enhanced.**

Reporting to: **Headteacher**

Starting: **Immediate, or as soon as mutually agreed**

PURPOSE:

- To provide overall leadership and management for Explorers Nursery, ensuring legal requirements and quality standards are met at all times, and to provide on-going supervision and support for an established and experienced staff team.
- Take a proactive leadership role as a senior member of staff during nursery sessions, working collaboratively with the team to deliver high-quality care and engaging learning experiences for all children.

MAIN RESPONSIBILITIES:

- To work with the Wellesley Park Headteacher, Reception Teacher, Trust EYFS Lead and School Business Manager in the management and development of the Explorers Nursery.

- To be responsible for the efficient day-to-day running of the Nursery and overall delivery of a high-quality education from children aged 9 months to 5 years.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session.
- To ensure the Nursery delivers a well-planned, play-based Early Years Foundation Stage (EYFS) curriculum that supports each child's individual progress and is closely aligned with the Wellesley Park Primary School curriculum. To maximise children's achievements.
- To ensure the Nursery plans appropriately for children aged 9 months upwards.
- To maintain a safe and caring environment, adhering to all relevant regulations, including health and safety, Ofsted requirements, and safeguarding procedures.
- To monitor occupancy levels & ensure that a consistent number of children are accessing the nursery throughout the year, ensuring growth & stability for the setting.
- Lead, manage, and support the Nursery staff team by fostering a shared sense of direction, pride, and energy. Provide effective supervision and motivation to ensure high standards of care and education, while promoting a collaborative and positive working environment.
- To liaise and report with the EYFS Phase Leader/ Link Governor connected to the school.
- To work with other professionals and attend cluster/manager meetings in the local area for the benefit of children and families.
- To ensure all staff understand and work to the Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To developing effective partnerships with parents/carers to increase involvement in their child's development.
- To ensure Explorers Nursery is run following Wellesley Park 's ethos and values at all times.

LEADERSHIP:

Strong leadership skills to motivate and support the team, and effective management skills to oversee nursery operations.

- To supervise staff and to be responsible for monitoring the quality of teaching and learning.
- A good understanding of child development, particularly in the early years.
- Thorough knowledge of the EYFS framework and its requirements.
- A strong understanding of safeguarding procedures and the importance of child protection.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To run the induction and probation of all new staff and volunteers.
- Be a constant advocate for driving improvement.
- Prepare and issue invoices and manage the submission of funding applications in a timely and accurate manner.
- To be a member of the senior leadership team.

MAIN DUTIES:

To provide overall management of Explorers Nursery and ensure that legal requirements and quality standards are met at all times.

- To ensure the whole staff team understand and work to the EYFS framework and Policies/ Procedures at all times.

- To ensure all staff understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning to ensure each child is progressing towards the Early Learning Goals, while working collaboratively with staff to design and deliver a responsive EYFS curriculum. This curriculum should reflect children's current interests and developmental stages, offering rich and meaningful learning opportunities across all key areas, both indoors and outdoors.
- To ensure the effective implementation of the key person system, with regular, high-quality observations carried out for all children, and their progress accurately recorded and shared with parents through both formal reports and informal communication
- To lead the staff team and convene regular monthly staff meetings.

NURSERY SESSION MANAGEMENT:

- To ensure that all equipment and materials are appropriately set up before children arrive - both indoors and outdoors - and that they are tidied away at the end of each session, leaving the environment clean, safe, and ready for the next use
- To ensure all activities, display, equipment and other resources are presented attractively and in full working order.
- To ensure children's hours of attendance are recorded accurately at the beginning and end of each session and appropriate records are kept during each session, to include accident reports, medication records, risk assessments etc.
- To ensure that children are properly supervised at all times both indoors and outdoors and that appropriate adult child ratios are maintained at all times.
- To ensure all health, hygiene, safety and risk assessment issues are addressed.
- To write and roll out all relevant and necessary risk assessments and ensure they are followed by all staff, children and volunteers.
- To ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.

WORKING WITH PARENTS AND PROFESSIONALS:

- To communicate with parents in a positive, respectful, and supportive manner, fostering strong partnerships and encouraging active parental involvement in the life and learning of the Nursery.
- To work in partnership with a range of professionals both within the school and wider community.

MANAGEMENT / ADMINISTRATION:

- To complete paperwork such as monitoring forms, Ofsted related paper and any additional reports/paperwork requested by the school or external agencies – accurately and within specified deadlines.
- To ensure all booked sessions are correctly recorded in order to invoice and credit control nursery revenue.
- To monitor expendable materials and equipment generally and ensure that orders are placed through the school in a timely manner.
- To ensure a qualified first aider is available at every session and that the contents of the first aid box are regularly checked and replenished as necessary.
- Provide ongoing supervision and regular performance management for the Nursery staff team, including identifying training needs and offering relevant professional development opportunities to support continuous growth and high-quality practice.

- To promote the nursery to ensure occupancy targets are met, maintaining a positive public image.

SAFEGUARDING DDSL (See Separate Job Description):

- To be a DDSL
- Support the DSL to address all identified training needs relating to safeguarding
- Provide advice and support to staff on child welfare, safeguarding, and child protection matters, including assisting with referrals and assessments.
- Liaise with the LA and follow up any referrals made in discussion with the DSL.
- Attend all safeguarding training meeting as directed.
- Follow Trust procedures and report any concerns to the relevant DSL
- Contribute to raising awareness about safeguarding and child protection amongst staff and pupils.

GENERAL:

- To ensure that the Nursery implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs.
- To actively challenge discrimination of all kinds and ensure that staff and volunteers within the Nursery do the same.
- To continually evaluate and reflect on your own practice. To keep up to date with the latest ideas and developments in the early years field through attending and other early years meetings and training courses and reading relevant publications. To encourage and support staff members and volunteers in doing the same.
- To attend regular supervision meetings and work closely with the Trust EYFS & Nursery Lead.
- Undertake any other reasonable duties as directed by the Headteacher / Trust.

SPECIAL FACTORS:

This role may involve some traveling between schools within the Trust (and new ones that may join in the future). The reimbursement of travel costs to schools, other than the location of the central Trust office, will be as per the Trust's travel policy.

The post-holder will support the achievement of the Trust's objectives by working proactively with colleagues on projects or activities outside their direct area of responsibility, as required.

The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and Policies and Procedures including Health and Safety and Data Protection requirements and to be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Trust's safeguarding policies.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced

Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The Trust seeks to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSON SPECIFICATION

Essential	Desirable
Qualifications	
• Minimum NVQ Level 3 qualification in Early Years Education and Childcare or equivalent is essential. • Minimum of two years experience • Good standard of literacy and numeracy and excellent communication skills • Comprehensive knowledge & understanding of safeguarding	• NPQ in Early years • Level 4 Management & Leadership • Paediatric First Aid • DSL qualification • Food Hygiene Certificate
Experience	
• Minimum of two years' experience managing a Nursery • Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care • Knowledge and proven practical experience of implementing good quality learning opportunities	• Experience of managing grievance and disciplinary matters • Experience of recruitment, interviewing, monitoring staff development and evaluating training needs • Ability to co-ordinate in a specific specialist area e.g. SENCO
Skills and Knowledge	
• Sound understanding of child development and how children learn through play and talk • Ability to carry out management tasks efficiently, to write clear reports and keep clear and informative written records and simple finance records as required • Ability to keep clear and appropriate records on children and their progress • Ability to be organised, methodical and able to work independently on own initiative without supervision, while prioritising ongoing activities and meeting deadlines.	• The ability to think creatively and to solve problems •

• Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance • Effective team leadership • Good attention to detail and a commitment to excellence • An awareness of when to seek advice and support • Possess a level of general computer literacy with a range of IT skills	
Personal Attributes	
• Ability to be sensitive and supportive to children and families from a wide range of cultures, lifestyles and family circumstances and with a range of special needs • Reliable, enthusiastic and flexible. Ability to work in a positive manner with colleagues and as part of a team • Ability to work positively with a wide range of professionals in different sectors • An ability to be proactive in identifying problems and providing solutions. • A good sense of humour • A commitment to quality in all areas, with a high level of motivation and enthusiasm • A commitment to continuing professional development.	•

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____

