



Nursery Manager Candidate Pack



Welcome letter from our Headteacher

Dear Applicant,

Thank you for showing an interest in becoming our new Nursery Manager. We are actively seeking a strong, passionate early years practitioner, with leadership experience, to help us continue to serve our community with high-quality education and care, for our youngest learners.

Bramble Infant School and Nursery has a long and successful history of providing education in the heart of Southsea. We have high standards and a clear vision for the future, which our new Nursery Manager will be a vital part of.

As our Nursery Manager, you will be working in conjunction with the Headteacher, Business Manager, governors and the wider leadership team, to monitor and manage the day-to-day running of our nursery classrooms to support the delivery of our vision that focuses on community, sustainability and lifelong learning.

You will be ably assisted in your role by our Deputy Nursery Manager, Senior Nursery Practitioners and a dedicated team of approx. 25 staff that work across the nursery. We currently have 164 joyful and enthusiastic children, from a diverse background, on roll in our nursery, across its four classrooms.

This makes us a larger than average nursery setting, but as part of our shared leadership team you will not be working in isolation. The role is suitable for someone interested in developing their leadership skills or, for an already experienced leader who can collaborate and bring fresh ideas.

We are a unique setting that is seeking the right person for this exciting opportunity. Interested applicants are warmly welcomed to visit the school and nursery to find out more about us and the role.

We look forward to seeing you.

Oli Bradley

Headteacher





About Our Nursery

Our school is renowned for the excellent nursery education and quality of care and nurture it provides. In our refurbished and updated building, we offer a unique all year-round childcare facility for children from 6 months old.

Primrose is our baby unit where we provide a safe and stimulating environment for the 6 month to approximately 15-month-old children. The room has its own entrance, and we have a buggy park on site. The children are cared for in a nurturing environment with the opportunity to learn and explore as they play.

From around 15 months old, the children move up to the Bluebell room, which is a charming and predominantly child-led environment. Here the seven areas of learning are introduced for children to explore and discover alongside introducing a focus on independence.

When the children are approximately 2 years old, they will move into the Blackberry room. Here, the children begin to experience more structured sessions. The focus is still very much on free play and child-led learning, but adults may steer some of the learning experiences to encourage the children's development. Children can free flow into their own dedicated outdoor area.

Finally, when the children are 3 and in the final year before they go to school, they move into our Honeysuckle room (Pre-School), where the children's intrinsic desire to learn is developed in preparation for when they start school. The Pre-school also has its own outside area, and the children are encouraged to free flow. They often share the outdoor area with school children in Year R which helps with the transition between nursery and school.





Our Vision



Enabling our children to flourish for the future



Our Values

Our four core values which are taught to the children and underpin everything we do at school and in the nursery:



- We believe that all children will be **successful** in their learning and in their wider life. Children will be confident and resilient learners who can work well independently and as part of a team.
- We value the development of **thinking** skills. All children will be taught to be creative and critical thinkers in order to solve problems that they may encounter.
- We want children to be **aspirational** at school and to understand the importance of improvement. Children will reflect on the world around them and be motivated to make progress.
- We think that being **respectful** is vital to children's development. Children will learn to be kind and considerate, value diversity and demonstrate a strong moral compass.

Nursery Manager

Grade: Band 9

Reports to: Headteacher

Supervises: Deputy Nursery Manager and Senior Nursery Team

Job Information:

- This post is 37 hours per week. The opening hours are 7.45am - 5.30pm.
- FTE; 37 hours per week, 52 weeks of the year. Initially, 27 days holiday (rising to 31 after 5 years service) plus public holidays per year.

Essential Criteria:

- A passionate and positive attitude
- Proven success in role modelling behaviours including a strong ability to lead and motivate a team
- Proven success in a senior childcare setting role
- A full and relevant childcare qualification (minimum NVQ Level 3 or equivalent but preferably a degree)
- Experience of supporting managing financial budgets
- Excellent communication skills and ability to build strong parent partnerships

Principle Responsibilities / Duties:

Teaching, Learning and Staff Development

- To take responsibility for ensuring the team are identifying and planning individual children's needs through the Early Years Foundation Stage.
- To ensure the team are providing a consistently high quality of education to all children in line with the school and nursery vision and values.
- To work in conjunction with school staff to develop and deliver our early years curriculum and ensure effective transition for children from nursery to school.
- To oversee the quality and implementation for the daily programme of nursery activities and events.
- To be responsible for, and monitor staff observations and record keeping so that children's attainment and progress are effectively and regularly assessed.
- To lead staff meetings and training sessions as required.



Job Description Nursery Manager

Salary: PCC Pay Band 9 (£37,937 -£41,510)

Job Description *continued*

Inclusion, Safeguarding and Family Work

- To be a Designated Safeguarding Lead with oversight of children on roll in the nursery, attend multi agency meetings, making/assisting with referrals to social care where appropriate and contribute to wider safeguarding work across the school and nursery.
- To safeguard children through following correct procedures including carrying out risk assessments and following established policies.
- To ensure that the nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene (including food hygiene) are high, safety procedures are implemented at all times and fire drills are regularly practiced.
- To direct the work of the Nursery SENCo (and collaborate with the school SENCo where appropriate) to ensure that children's needs are identified, met and monitored.

People Management

- To ensure the maintenance of an effective key person system and supervision of staff.
- To deliver staff appraisals for senior team and enable the effective delivery of appraisals across the setting.
- To identify training and development needs across the whole staff team, individually and collectively.
- Ensure that staff are appropriately deployed to fully utilise their skills and knowledge across the setting.

Daily Operations

- To ensure the smooth daily operation of the nursery.

Strategic Development

- To work with the Business Manager to provide information that allows accurate occupancy forecasting and associated income.
- Be part of the wider school and nursery shared strategy team (Headteacher, Deputy Headteacher and Business Manager)
- Report to the Governing Body on the effectiveness of the nursery through accurate self-evaluation and development plans, including provision of strategic reports to reflect the strengths and areas for development.
- Work with the Business Manager to ensure that set budgets are maintained.



Person Specification



Essential

EDUCATION & TRAINING – Application and Certificates

NVQ3 or equivalent in early years and childcare
First Aid Certificate (Paediatric)
Basic safeguarding Training
Equal Opportunities Training

KNOWLEDGE & EXPERIENCE – Application, Reference and Interview

Experience of working in a Nursery/Pre-School setting
Supervisory experience within a similar setting
Health and Safety Procedures
Child Development and Behaviour
Working with special needs
Sound knowledge of Safeguarding
Childcare Legislation
Early Years Foundation Stage
Equal Opportunities practice

SKILLS & ABILITIES – Application, Reference and Interview

Able to plan, organise and implement the Early Years Foundation Stage
Able to manage and lead a team of staff
Leadership Skills
Able to work with parents positively and encourage their involvement
Able to work on own initiative
Able to write clear records and reports
Good communication skills with key stakeholders

OTHER -Application, Reference and Interview

Enthusiasm for the role
Friendly, professional approach
Personal development

Desirable

EDUCATION & TRAINING – Application and Certificates

Relevant Level 6 qualification in Early Year's and childcare
Portsmouth Integrated working and safeguarding programme modules 1-4

KNOWLEDGE & EXPERIENCE – Application, Reference and Interview

Performance Management of staff
Experience of administration including supporting budget management
Planning and delivering staff training and development.





If you'd like to find out more about this exciting opportunity, need any further information or you would like to have an informal discussion, please contact **Shaun** at **Jarvis Education**, our specialist recruitment partner, by emailing hello@jarviseducation.co.uk or by phone on **07984 645089**.

Closing date: **Wednesday 22nd January 2025** • Interviews: **Thursday 30th January 2025/Friday 31st January 2025**

Bramble Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced Level will be required prior to any offer of employment. NB. This post is exempt from the rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them.