



**East Worlington
Primary School
& Nursery**



Nursery Manager **Candidate Pack**

Permanent, 46.25 hours per week x 41 weeks per annum

Closing date: 10am Monday 16th September 2024

Interview date: Week commencing 23rd September 2024



A Very Warm Welcome

Thank you for showing an interest in this position.

East Worlington Primary School, part of the Chulmleigh Academy Trust, is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our



values of Compassion, Ambition and Teamwork.

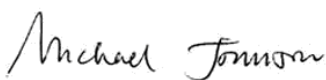
Chulmleigh Academy Trust is excited to be expanding the Foundation Stage facility at East Worlington Primary School to include nursery provision for children from 9 months to 2 years. The Trust is looking to recruit an experienced and enthusiastic person to manage the day to day running of the Nursery, to include co-ordinating the provision of a caring, safe, secure and stimulating environment, in line with Ofsted requirements.

As well as providing the very best education for the children of East Worlington and the surrounding area, this is a fantastic opportunity to be part of a wider team within the Trust, who develop practice and share expertise.

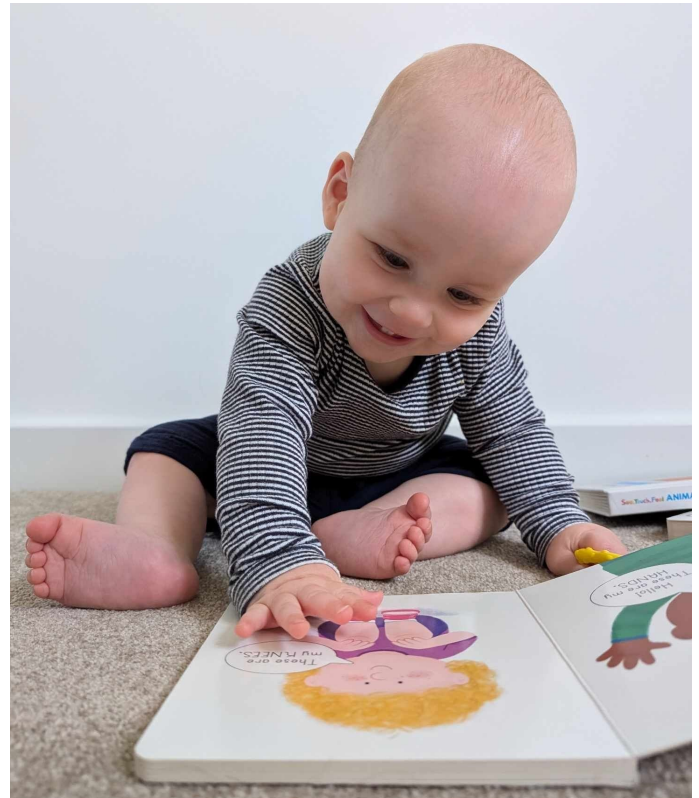
We can offer you:

- * A welcoming, supportive and inclusive school ethos
- * A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- * commitment to high quality continued professional development

There are now 53 pupils on roll, and the school is growing. This is a great time to be joining East Worlington and we would be very pleased to hear from you.



Michael Johnson
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Is experienced in the day to day running of a nursery
- Has outstanding leadership and managerial skills
- Has excellent communication skills
- Takes initiative and seeks opportunities for further development
- Can quickly establish excellent supportive relationships with parents
- Has strong interpersonal skills
- Has a friendly and caring nature
- Will go the extra mile

About Our School

East Worlington Primary School, currently for children aged 2-11 years, is situated in the small village of East Worlington, which is between Chulmleigh and Crediton and close to Witheridge. It is part of the Chulmleigh Academy Trust, a group of three primary schools (Lapford and Chulmleigh) and Chulmleigh College.

East Worlington joined Chulmleigh Academy Trust and became a converter Academy in August 2011. We are proud to be part of the Trust, which provides a supportive network, sharing good practice with subject leads working across all three primary schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Trust-wide Deputy Primary Executive Headteacher and Trust Primary Administrator who work with the three Heads of School. School meals are prepared at the College site and delivered on a daily basis.

East Worlington School comprises of 3 classes with combined year groups in each one. The classes are further divided during the mornings to ensure discrete teaching of different year groups.

Our school is currently 2-11 OFSTED registered and will be extended to include under twos. It is the intention that the new role of Nursery Manager will oversee the whole of the planning and management of the nursery and babies rooms. The role of Nursery Manager will support the Head of School in the initial set up of the setting.

We have a nursery building where the children in the new babies provision will be situated alongside our existing provision. The nursery will then have the flexibility across two large, spacious classrooms and our amazing outdoor provision, to be adaptable to the needs and numbers of nursery children in our setting, which may vary significantly across a day and the week. There are attached toilets and changing facilities making this a good provision for this age group. Meals will be provided by the trust kitchen

and staff will oversee the children with either packed lunches or hot meals depending on what is ordered.

The nursery will open between 7.45am and 5.30pm. We would also like to be able to offer school aged children some of our holiday provision and this would also be for the Nursery Manager to manage the staff during these times, and to develop this provision in conjunction with the Head of School.

We have 53 children on roll and the school is 19% pupil premium including our nursery.



Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are

'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.

By the time our pupils leave us, they are ready to do their best at secondary school.



JOB DESCRIPTION

Job Title: Nursery Manager

Status: Permanent, 46.25 hours per week x 41 weeks per annum

Accountable to the Head of School

The post holder is responsible for managing the day to day running of the Nursery to include co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting the minimum Ofsted requirements.

Main Responsibilities

- Providing outstanding leadership and operational management of the Nursery, ensuring that standards are met and children receive excellent quality care and education.
- To plan a range of activities based on an observation and assessment cycle for children in the Nursery.
- Managing a staff team, working with Head of School

to ensure policies and procedures are implemented at all times.

- To engage parents and the community in the Nursery.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general

WE GIVE NOTHING BUT OUR BEST

COMPASSION AMBITION TEAMWORK

Nursery Manager - Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
Management of people	<ul style="list-style-type: none"> ◆ Experience of leadership and ability to motivate staff 		
Experience	<ul style="list-style-type: none"> ◆ Two years experience of working within an early years and childcare setting ◆ Experience of working with the Early Years Foundation Stage ◆ Knowledge of child development and learning processes with reference to particular barriers to learning ◆ Experience of working as part of a team ◆ Experience of having kept written records of children's achievements including observations 	<ul style="list-style-type: none"> ◆ Experience of supervising placements ◆ Experience of working with other agencies and professionals 	
Practical Skills	<ul style="list-style-type: none"> ◆ Excellent written and verbal communication skills, with colleagues, parents, carers and children ◆ Good organisational, record keeping, planning skills ◆ Ability to work independently using own initiative. ◆ Understanding and recognition of the principles of equality and diversity ◆ Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. ◆ Ability to self-evaluate learning needs and actively seek learning opportunities ◆ Ability to plan effective learning and care programmes ◆ Ability to lead the effective planning of learning 	<ul style="list-style-type: none"> ◆ Ability to action plan and respond to local and national initiatives ◆ Ability to set ethos and vision for the setting and ensure all personnel adhere to it ◆ Ability to ensure the learning and care environment is accessible for all children and parents ◆ Plan and lead the maintenance and upkeep of resources in the setting ◆ Knowledge and understanding of the type of external support that is available to support children's development 	
Communication	<ul style="list-style-type: none"> ◆ Ability to relate well to children and adults including other professionals/ carers/parents ◆ Ability to set, demonstrate and promote good practice in line with the ethos of the Nursery. ◆ Consistent approach with children and parents ◆ Ability to interact with children and support their involvement in physical activities and outdoor play 		

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COMPASSION AMBITION TEAMWORK

Nursery Manager - Person Specification

	ESSENTIAL	DESIRABLE	EVIDENCE
Personal Qualities	<ul style="list-style-type: none"> ◆ Enthusiasm for learning and working with children ◆ Able to maintain confidentiality at all times ◆ Reflective approach and commitment to personal development ◆ Able to provide consistently high levels of quality care and education opportunities to all children ◆ Caring, friendly, approachable, open, inclusive, welcoming, and personable 		
Technology / IT Skills		<ul style="list-style-type: none"> ◆ Ability to effectively use ICT to support learning or to undertake training to do so ◆ Awareness of developing technologies and their place in the learning environment 	
Education and Training	<ul style="list-style-type: none"> ◆ Completion of full and relevant early years & childcare qualification at Level 3 or above e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development ◆ Willingness to participate in other development and training opportunities ◆ Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies ◆ Completion of Level 3 Safeguarding Course ◆ Paediatric First Aid Training 	<ul style="list-style-type: none"> ◆ Relevant Level 4 Management or Level 5 childcare qualification or higher ◆ Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation ◆ Understanding of principles of child development and learning processes and in particular barriers to learning ◆ Knowledge and/or experience of other forms of communicating with children, eg. Makaton 	
Equal Opportunities	<ul style="list-style-type: none"> ◆ CAT and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		<i>I</i>
Physical	<ul style="list-style-type: none"> ◆ Able to carry out the duties of the post with reasonable adjustments where necessary 		

How to Apply

Please complete the online application form available [here](#).

A tour of East Worlington Primary School will be arranged as part of the interview schedule.

Closing date: 10am Monday 16th September 2024

Interview date: Week commencing 23rd September 2024

Start date: January 2025

If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Deputy Executive Headteacher or Head of School to discuss the role further.

personnel@chulmleigh.devon.sch.uk or call 01769 580215

East Worlington, Devon, EX17 4TS.

