

RECRUITMENT PACK



NURSERY MANAGER



schools
works

Academy Trust
*Building children's
futures together*

Our School

Dear Applicant,

Thank you for your interest in this vacancy at Hawthorns Primary School and Nursery.

Hawthorns is a small one form entry primary school, with approximately 150 children on roll, plus an onsite nursery. We aim for all children to feel happy, safe and able to learn at their best. We use the words Pride, Respect and Success to capture our school vision and give us a focus for every day.

We are part of the Schoolsworks Academy Trust, which gives us the opportunity to collaborate and share good practice across 10 schools. Through this, by joining a Schoolsworks school, you will benefit from numerous CPD opportunities that will allow you to improve and progress your career.

We understand that recruitment is a two-way process ensuring that the school, the candidate and most importantly the children, benefit from the successful appointment. For this reason we want to make sure that we give you an honest and realistic picture of the school, that you have the chance to share what you can bring to the team and that the children get a taste of your relationship building and exciting learning ideas. Throughout the recruitment process, we hope to address all these things.

We are looking for a motivated and committed Nursey Manager to join our dedicated and talented team. We want someone who:

- Understands children's individual needs.
- Can build excellent relationships to ensure children feel valued, listened to, safe and in an exciting place to learn.
- Can improve the quality of education and cultural capital for our children.

We work as a small team to develop a culture where staff are looked after, supported and professionally enriched. In return we ask you to show a commitment to continued professional development regardless of the stage in your career, share your expertise with others so we can learn together and strengthen our offer to the children.

We hope that you feel excited by the thought of joining our team and feel confident about the additional qualities you could bring. If so, we can't wait to hear from you.

Completed application forms should be sent to **recruitment@schoolsworks.org**

We look forward to receiving your application.

Yours faithfully,

Debbie Hawkins
Head of School



Poplar Road, Worthing
West Sussex, BN13 3EZ
Tel: (01903) 268174
www.hawthornsprimaryschool.co.uk

About Our School

Hawthorns Primary school opened in 1977, originally as a First School for children aged 5 -8. In 2015, the school expanded to become a one-form entry primary school and in February 2024, Hawthorns became the 9th school to join Schoolsworks Academy Trust. The school also has its own nursery for children aged 2 -5. This provision feeds into the school and supports excellent transition and early learning experiences.



This small one-form entry primary school lies in beautiful grounds where nature is abundant and so there are plenty of opportunities for children to take their learning outdoors and we actively encourage this. We are fortunate to have our own enclosed pond area and forest school site as well as a small field and separate playgrounds.

Staff at Hawthorns are incredibly welcoming and supportive of each other. As a small team, everyone chips in to help which opens up lots of opportunities to gain new experiences. Our school is diverse and fully inclusive. We work hard to empower everyone with the skills and mind-set they need to be their best. We have a high percentage of pupils with SEND across the school and pride ourselves on the inclusive provision we offer and the close working partnerships with parents.



Our progressive Nursery to Year 6 curriculum supports every child's unique educational journey. Driven by the needs of our pupils, our curriculum provides exciting enrichment opportunities, meaningful community links and outdoor learning for all. We also plan curriculum theme weeks throughout the year to allow pupils to fully immerse themselves in a curriculum area. These weeks ensure every child has the chance to flourish in their area of interest and expertise. We are able to use our partnership with other schools in the trust to share experience and practice, and to provide opportunities for career development.

The Trust Safeguarding information can be found [here](#).

PRIDE

RESPECT

SUCCESS

Nursery Manager Advert

Ref:	500108a
Required:	October 2026 or as soon as practicable
Contract:	Permanent
Hours:	37 hours per week, term time only (38 weeks plus 5.8 weeks annual leave entitlement)
Salary:	NJC Grade 6, SCP 9-12, £28,153 to £29,542 p.a. pro rata. Actual starting salary - £23,713.48 p.a. (Higher grade considered based on qualification/experience)

We are seeking an experienced Nursery Manager to join our friendly team and help create a welcoming, safe and stimulating nursery/pre school environment, tailored to meet the individual needs of each child, in accordance with the Early Years Foundation Stage statutory framework.

The successful candidate will have a strong understanding of child development from birth to five, safeguarding and welfare requirements, assessment and planning, and strategies to support communication and language development. They will be committed to inclusive practice, including supporting children with SEND, and will have the skills to lead high-quality early years provision while building strong partnerships with families and other professionals.

We are looking for a passionate and experienced early years leader who can inspire and motivate a team, drive continuous improvement and maintain high expectations for all children. You will be organised, proactive and reflective, with a commitment to ensuring every child feels safe, valued and successful.

Hawthorns Primary School and Nursery is a friendly, happy and caring one-form entry primary school in West Sussex, which has a fantastic and supportive staff team and is well respected within the local community. We have high expectations and a school-wide commitment to improve children's learning and staff expertise and professional development.

In return we can offer you:-

- A supportive and collaborative environment in which to grow as a leader, with access to high-quality professional development and opportunities for career progression
- The opportunity to lead and further develop our nursery provision, helping to shape the very best experiences and outcomes for young children.
- Collaborative working across all 10 schools within the Schoolsworks Academy Trust, enabling the sharing of expertise, resources and best practice.
- A welcoming and dedicated staff team committed to inclusion, continuous improvement and achieving the best for every child.
- Employee benefits including membership of the Local Government Pension Scheme, staff wellbeing support through our Employee Assistance Programme and a range of staff retail discounts.

Nursery Manager Advert

Applicants should clearly state on the application form their current expertise and previous experience. Please make reference to the Job Description and Personal Specification when completing the Skills and Competencies part of the application. Visits to the school are warmly welcomed. If you are interested in applying and would like to visit the school, please contact the school office on Tel: 01903 268174, to arrange a suitable time to visit.

Hawthorns Primary School is committed to safeguarding and promoting the welfare of our children. This post is subject to rigorous pre-employment checks, including references, qualifications, health, enhanced DBS checks and online social media searches. Hawthorns Primary School is part of the Schoolworks Academy Trust and the Trust is fully committed to supporting the career development of all its staff.

Application forms should be sent to the school by email to **recruitment@schoolworks.org**

Closing Date: Friday 16th October

Interview Date: W/c Monday 19th October

Nursery Manager Job Description

Responsible to: EYFS Lead and Head of School

This job description may be amended at any time following discussion between the head of School and member of staff, and will be reviewed in line with an annual job profile.

Main purposes of the role:

- To create a welcoming, safe and stimulating nursery/pre-school environment, tailored to meet the individual needs of each child, in accordance with the Early Years Foundation Stage statutory framework.
- To lead and manage the day-to-day operation of the nursery provision.
- To line manage, supervise and support nursery staff, promoting high-quality practice and continuous professional development.
- To be responsible for any tasks delegated by the EYFS lead or Headteacher.

Duties and Responsibilities:

Management Responsibilities

- Ensure all records required within the EYFS Statutory Framework are accurately maintained and stored in accordance with school policies and data protection requirements.
- Establish effective daily systems, routines and procedures to ensure the smooth running of the nursery provision.
- Lead, motivate and inspire the nursery team to deliver high-quality care and education.
- Notify the appropriate person of any faults/ defects identified within the environment.
- Liaise closely with admin regarding child attendance and admissions.
- Work collaboratively with the EYFS Lead to develop, implement and review policies and procedures to ensure compliance with statutory requirements and consistency across the EYFS provision.
- Regularly evaluate practice, identifying strengths and areas for development, and implement actions for improvement.
- Support the EYFS Lead in monitoring children's progress and attainment, both educationally and socially.
- To organise and participate in the key person system.
- To work with other professionals for the benefit of children and families.
- Monitor the quality of teaching, learning and assessment within the nursery and provide coaching, support and guidance to staff to continually improve practice.

Main Duties

- Manage the Nursery team to ensure the children attending the provision receive high quality care and access to exciting and stimulating learning opportunities, in accordance with the Early Years Foundation Stage Statutory Framework.
- In conjunction with the EYFS Lead and other nursery staff, plan and deliver a broad, balanced and ambitious curriculum that meets the needs of all children.
- Be aware of children's capabilities, interests and prior knowledge – plan provision to build on these demonstrating knowledge and understanding of how pupils learn.
- Demonstrate an understanding of and take responsibility for promoting high standards of communication and language to increase vocabulary acquisition and enable children to express themselves and structure their thoughts and knowledge through the spoken word.

Job Description cont.

- Be responsible for preparation and development of resources in response to children's needs and interests.
- Use an appropriate range of observation, assessment, monitoring and recording strategies as a basis for identifying next steps for children.
- Lead and model managing the children's behaviour in a consistent and appropriate way in line with the school's Empowerment Approach.
- Lead safeguarding practice within the nursery provision, working closely with the Designated Safeguarding Lead (DSL) and other Deputy DSLs to promote and safeguard the welfare of all children at all times.
- Work with the SENDCo to ensure early identification of children with special educational needs, planning and delivering appropriate provision to meet the individual needs.
- Build team spirit and ensure that each member of staff feels valued and well equipped to be successful in their role.
- Demonstrate and model excellent practice at all times.
- Work in partnership with parents and carers, recognising and valuing their role as children's first educators and involving them in their child's learning and development.
- Foster a good working relationship with the wider school staff.
- Take responsibility for maintaining up-to-date professional knowledge through training, professional reading and engagement with current early years research and best practice.
- Lead on ensuring that children are ready for their next stage of learning by promoting the Characteristics of Effective Teaching and Learning and supporting strong outcomes across all areas of the EYFS curriculum.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the EYFS Lead and Headteacher.
- Promote the positive ethos and culture of the school to other staff, parents, children and members of the wider community.
- To comply with individual responsibilities, in accordance with the role, for Health and Safety in the workspace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- Maintain confidentiality in all aspects of the role in accordance with school policies and data protection legislation.
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Experience & Qualifications	Essential	Desirable
Full and relevant Level 3 or above Early Years qualification	√	
English and Mathematics GCSE or equivalent Grade C or above	√	
Paediatric First Aid qualification		√
Recent experience of working in Early Years setting	√	
Experience of leading or supervising a team	√	
Knowledge & understanding of safeguarding requirements in Early years	√	
Experience of supporting children with SEND and working with external agencies		√
Skills		
Good literacy and numeracy skills	√	
Good oral communication skills	√	
Good ICT skills		√
Attributes		
Have a passion and desire to want the best for all children, as well as a belief that all children can succeed.	√	
Be an inspirational, positive, enthusiastic, professional and supportive colleague.	√	
Be proactive and have a desire to improve their own practice, whilst being open to advice, feedback and guidance from colleagues.	√	
Demonstrate excellent emotional intelligence and be able to establish excellent professional relationships with children, staff and parents.	√	
Patient, calm and friendly manner.	√	
Good organisational skills, be able to work efficiently and to meet deadlines.	√	
Respect for confidentiality	√	

Employee Benefits

Continuous Professional Development and Secondments: We are committed to providing the highest quality professional development to all our employees. This includes a variety of CPD opportunities from ECT induction sessions and continuous support during the 2 year ECT programme to leadership development sessions and opportunities for further study i.e. NPQSL, HLTA or similar courses. We also aim to provide opportunities for collaboration and networking to learn from each other and embed outstanding practice in their own schools as well as secondment opportunities across all our schools.

Flexible Working: We are committed to providing equality of opportunity in employment and to developing work practices and policies that support work-life balance. Schoolsworks recognises that there are sometimes occasions when employees may be able to work flexibly without compromising the needs of the organisation. In these circumstances this can help Schoolsworks to deliver high quality education and enable employees to achieve a healthy work-life balance.

Mental Health First Aiders: Our mental health first aiders are here to support all our employees, connecting with colleagues who understand and promote well-being within our organisation.

Employee Assistance Programme: Access confidential counselling and support services through our free Employee Assistance Programme which supports employees and their families with a number of different, challenging situations they may be experiencing at any time. The Wisdom wellbeing app, available to all employees, is designed to support mental and emotional health.

Long service recognition: We are proud to celebrate our staff members reaching service milestones such as 10 and 20 years and to show our appreciation we endeavour to award service certificates, gifts / gift cards and wellbeing days off, which vary according to length of service.

Pension Scheme: Our pension schemes ensure that you can plan for a secure financial future. All employees are automatically enrolled on either the Teacher's Pension Scheme (TPS) or the Local Government Pension Scheme (LGPS) pension scheme.

AVC's Salary Sacrifice: Additional Voluntary Contributions (AVCs) provide an opportunity for employees who are members of the LGPS to pay additional contributions in order to increase their pension benefits at retirement. AVCs are an efficient way to save for retirement because they attract full tax relief.

Vivup: Enjoy exclusive discounts and offers. Employees can access a wide variety of lifestyle benefits, e-vouchers and reloadable cards including discounts on travel bookings, high street vouchers, gift cards, restaurants, cinema tickets, days out, leisure activities and day to day spending. We've also secured local offers such as discounted gym memberships.

Our **Staff Information Guide** and our **HR Policies** can be viewed online at www.schoolsworks.org where you can find information on family friendly policies, flexible working, wellbeing and attendance procedures as well as other employee policies.

CONTACT: HR@SCHOOLSWORKS.ORG

Schoolsworks Academy Trust

Schoolsworks Academy Trust is a growing multi-academy trust based in Littlehampton, currently working with eleven schools along the West Sussex coast :-

- Downsbrook Primary School
- East Preston Junior School
- Edward Bryant School
- Hawthorns Primary School
- Medmerry Primary School
- River Beach Primary School
- Rose Green Junior School
- Rustington Primary School
- Summerlea Primary School
- Westbourne Primary School
- Whytemead Primary School

We educate over 4000 pupils and employ over 550 brilliant staff.

In creating Schoolsworks, our aim has been to create a partnership of schools that work together to ensure all our schools deliver a high-quality education to our young people.

Our school leaders collaborate closely, combining their skills and knowledge to tackle challenges and find solutions. Sharing what works well and jointly developing good practice makes our schools stronger and more effective.

We have an excellent shared services team which supports our schools with school improvement, finance, HR, IT, premises and legal issues. This enables school leaders to focus more on developing teaching and learning in their own schools.

For more information see the Schoolsworks website: www.schoolsworks.org



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