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**Enquire Learning Trust Application Pack**

**Level 6 Nursery Manager**

**Roseberry Academy**Roseberry Crescent  
Great Ayton  
Middlesbrough  
TS9 6EP  
Tel: 01642 722883



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**A group of kids playing outside

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**A group of girls in school uniforms

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**The Enquire Learning Trust**

We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don’t believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

**Values**

* We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
* We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
* We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
* We take learning seriously and work together to create a vibrant culture in which this can happen.  We know that it’s what we do that counts and that our thinking must be visible in classrooms if it is to have leverage.  Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.

**Roseberry Academy**

We are a caring village school with a dedicated and committed staﬀ, supportive Governors and parents, an active PTA and happy children! As an Enquire Learning Trust Academy, we strive for the highest standards and have a clear vision for the future.

At Roseberry Academy, we strive to enable our children to become eﬀective and successful learners. We provide an environment with positive and confident attitudes and encourage mutual respect. Children are inspired and enthusiastic about their learning, which is engaging and objective led, building upon previous knowledge and developing new skills.

We believe that children learn when they are engaged end enthused and we aim to provide a range of exciting, high quality learning experiences for all. A variety of teaching and learning pedagogies are used with ongoing assessment to ensure progression. This, in turn enables us to help our children develop as enquiring, reflective, independent learners with high expectations for themselves and their learning.

**Our Vision**

Roseberry Academy is based upon a belief system which values individuals equally. Staff know children well and equal importance is given to academic, social and emotional development and, consequently, relationships within the community of the academy are strong.

Pastoral care is given the highest of priorities with the recognition and understanding that children come from a diverse range of backgrounds and experiences which impacts upon their development. We believe that relationships are key! Warmth, humour and mutual respect are shared behaviours which are evident throughout the school and they, along with high expectations and ambition for all, form the basis upon which foundations for learning are built. The curriculum at Roseberry is enquiry led and children are encouraged to lead their own learning and are seen to be enthused and engaged throughout lessons which inspire them.

Children who leave Roseberry Academy at the end of Year Six do so with a toolkit for life: confidence in themselves as individuals- their understanding of their place in the world, their achievements and aspirations; a love of learning and thirst for knowledge, as well as pride in their academic achievement; a clear understanding of how to reach their aims; a readiness for their next stage in learning; the ability to persevere and find solutions through the development of their emotional intelligence and their own set of values which they are confident to articulate and share.

Our most recent, successful Ofsted inspection (2023) graded our school as good with EYFS provision as outstanding.

**Level 6 Nursery Manager**

**Vacancy**

**Contract Type:**

35 hours per week

8.30am – 4.00pm

Term time only plus 5 training days

Fixed term contract until 31st August 2026

**Start date:** 1st September 2025

**Salary:** NJC Point 20-24

**Application Deadline:** Monday 7th July 12noon

**What we’re looking for**

Roseberry Academy are expanding their Early Years provision from September 2025, in order to cater for the increasing number of children wanting to join our ‘outstanding’ Early Years setting.

We are looking for a suitably qualified and experienced Early Years Practitioner to lead our friendly and caring team to work within our two-year-old or three/four year old provision on a daily basis, supporting the children to learn through play and exploration.

We are looking for someone who:

* Is responsible for the day to day running of the nursery unit
* Ensures Ofsted Statutory requirements are met.
* Ensures safeguarding and welfare requirements are always met.
* Has knowledge of SEND and experience of working with SEND children
* Can support the development and recruitment of staff within the setting.
* Is passionate and enthusiastic about the setting.
* Can communicate effectively and work in a team environment.
* Is patient, calm and has a good sense of humour
* Can demonstrate high expectations of positive behaviour for learning
* Manages and monitors the occupancy of the setting using marketing techniques to promote the setting.
* Effectively manages budgets.
* Designs and implements an effective curriculum and support, coach and mentor the team in the delivery.
* Builds and maintains relationships with pupils, parents and other members of staff in order to ensure the children are receiving the best possible support.
* Ensures compliance with policies and procedures relating to child protection, health, safety, security, and confidentiality.
* Supports the nursery with growth and ensure occupancy is a focus.

**What we can offer**

* A fantastic school setting in the beautiful village of Great Ayton, close by to Roseberry Topping.
* Dedicated pupils who love coming to the academy and demonstrate a strong love of learning.
* A happy and successful school that puts children at the heart of everything.
* Excellent relationships with parents/carers and the wider community.
* An enthusiastic and supportive Principal who puts the interests of the children first and is committed to the continual improvement of the academy.
* A supportive and dedicated staff team who care passionately about our school and local community.
* Exceptional professional development opportunities and effective working partnerships between our schools within the Enquire Learning Trust,

**Contact Us**

Visits to the school are welcomed.

Please contact Mrs J Taylor, Business Manager by emailing [office@roseberryacademy.org](mailto:office@roseberryacademy.org)

**Safeguarding**

Roseberry Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**How to Apply**

Please select the **Apply Now** tab at the top of the job advert.

Important: references will be obtained before interview, please note on your application if you do not wish for your current employer to be contacted before interview.

**Job Title** L6 Nursery Manager

**Location** Roseberry Academy

**Salary Grade** SCP 20 - 24 (depending on experience)

**Reporting to** EYFS Lead and Principal

1. **Job Purpose**

* The purpose of a nursery manager is to ensure a safe, stimulating, and high-quality environment for young children, while also managing the daily operations, staff, and finances of the nursery, and ensuring compliance with regulations.
* Ensure the smooth running of the nursery
* To deliver high standards of care, child development and nursery for the nursery children in a welcoming, caring and safe environment.
* To maintain the highest levels of conduct and professional behaviour.
* To comply with all regulatory requirements including the Early Years Framework.
* To ensure the safety of all children through clear Safeguarding policies and procedures.

1. **Relationships**

* The post holder is accountable to the EYFS Lead and Principal.
* Develop and maintain positive relationships with children, colleagues and parents/carers to ensure the best outcomes for children and families.
* Maintain open and effective communication with parents, carers, and other stakeholders.
* Work with parents, carers, and other staff to ensure the best possible care and support for each child.
* Liaise with other professionals, such as health visitors and social workers.
* Develop and maintain strong relationships with the local community.

1. **Main Duties**

**Leadership:**

* Provide leadership and guidance to the nursery staff, fostering a positive and supportive team environment.
* Recruit, train, and manage staff, ensuring they are competent and well-supported.
* Develop and implement policies and procedures that ensure the safety and well-being of children.
* Manage the day-to-day operations of the nursery, including scheduling, staffing, and ensuring the nursery is clean and tidy.
* Monitor occupancy levels and proactively market the nursery to meet occupancy targets.

**Childcare and Education:**

* Ensure that the nursery provides a high-quality environment that supports the learning and development of young children.
* Plan and implement a curriculum aligned with the Early Years Foundation Stage (EYFS) framework.
* Develop and implement curriculum plans that meet the needs of the children.
* Provide daily care and foster learning through a variety of appropriate and engaging activities.
* Work closely with nursery practitioners to ensure they deliver the best care and report the progress of children to parents.
* Observe children's development, progress, and any special needs and communicate this to parents.
* Ensure both statutory and non-statutory assessment and reporting requirements are fulfilled and report information to parents in a meaningful way.
* Ensure that all agreed quality and safety standards are always maintained in the nursery.

**Compliance and Regulations:**

* Ensure that the nursery complies with all relevant legislation, local authority requirements, and Ofsted guidelines.
* Maintain accurate records of children, staff, and the nursery's operations.
* Be responsible for safeguarding and child protection procedures.

**Financial Management:**

* Manage the nursery's budget, ensuring that it operates efficiently and effectively.

1. **Safeguarding**

* Ensure a safe and supportive environment that promotes children's well-being and adheres to all safeguarding procedures.
* Report any concerns about the safety or wellbeing of pupils, staff and adults within the nursery (and school), as well as members of their families, including children.
* Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their role.
* Be aware of suspected or actual cases of child abuse, referring such matters to the appropriate designated person for further action.

1. **Health and Safety**

* Support children’s eating needs, encouraging children to eat and drink when required.
* Record and communicate children’s daily eating and toileting habits.
* Ensure effective supervision at mealtimes and that all dietary requirements are adhered to.
* Undertake daily risk assessments e.g. locking gates, spilling of water, monitoring the condition of toys and equipment and reporting any health and safety concerns to a line manager.
* Always maintain a clean and safe environment both inside and outside.
* All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.
* All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with our Health and Safety Policy.
* All staff must
* be familiar with emergency procedures in their workplace.

1. **Other responsibilities**

**Creativity and innovation**

* Monitors and is responsive to pupil learning and behaviour at all times; requires forward thinking and the use of fresh ideas to encourage pupils to learn.
* Monitors and is responsive to pupils’ personal needs and communication which will require creativity and innovation when reviewing learning plans in light of changing circumstances.
* Communicates effectively with teachers, other professionals and parents whenever the need arises and recognises the need to communicate.
* Based on their knowledge and understanding of pupils, needs and responses to learning, contributes actively to the planning and review of the differentiated curriculum and individual education plans/individual behaviour plans by recommending changes in targets or provision to the teacher.
* Provides advisory support and contributes to the professional development of colleagues in relation to their specialist area of expertise.
* Participates in the design of classroom and school displays.

**Decisions– discretion and consequences**

* Recognises when it is necessary to implement agreed de-escalation strategies to minimise risk of pupils’ behaviour becoming disruptive or dangerous. Always follows the school Behaviour Policy.
* Takes action to meet pupils’ needs as they arise to avoid undue physical or mental stress.
* Communicates information effectively to EYFS team, other professionals and parents whenever the need arises.
* Recognise and act when necessary to adjust planned activities to enable a pupil to access the curriculum fully and make progress.
* Responds to on-the-spot incidents requiring immediate attention/decisions on/off school premises and/or without direct contact with a senior member of staff.
* Make decisions regarding staffing issues relevant to the supervisory responsibilities of the teaching assistant team.

**Nursery Manager Level 6**

**Personal Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Relevant Early Years Level 6 qualification - such as a QTS (Qualified Teacher Status), EYTS (Early Years Teacher Status), or EYPS (Early Years Professional Status).   <https://www.gov.uk/guidance/check-an-early-years-qualification>   * Excellent English and Maths skills. * Willingness to attend Paediatric First Aid training (if not already in possession of this qualification). * Willingness to attend Designated Safeguarding Lead (DSL) Level 3 Training (if not already in possession of this qualification). * Willingness to undertake professional and personal development. | * Full Paediatric First Aid qualification * Designated Safeguarding Lead (DSL) Level 3 qualification * Early Years CPD | Application  Certificate  Interview |
| **Knowledge and experience** | * Experience of supporting learning in Nursery or Reception. * Experience of managing a team. * Excellent knowledge and understanding of early years curriculum and guidance. * Secure knowledge of child development. * Understanding of supporting children with their PRIME areas of learning. * Understanding of how to support children with reading, writing and maths. * Understanding of assessing and tracking progress within the Early Years * Experience delivering an early maths programme. * Experience of working in partnership with parents and outside agencies * Understanding of children’s developmental milestones and support required. * Use of basic ICT – computer, video, photocopier. * Basic understanding of barriers to children’s learning and ways to remove these obstacles. * Excellent understanding of legislation relating to safeguarding procedures. | * Knowledge of the implications of the Code of Practice for Special Educational Needs for teaching and learning. * Experience of working with children with a range of SEND and delivering interventions (SEMH, Speech and Language, Communication and Interaction). * Experience of following a key worker approach. | Application  Interview  References |
| **Skills** | * Knowledge of child development and learning theories. * Passion for childcare and early childhood education. * Ability to build strong relationships with children and adults. * Ability to work with an individual or group, as well as working effectively within a team. * Ability to communicate effectively orally and in writing to a range of audiences. * Strong observational skills. * Good organisational skills. * High level of organisational and planning skills. * Ability to plan and implement activities. * Ability to use initiative and retain professionalism. * Positive approach to behaviour management. * Model acceptable behaviour. * Ability to liaise with external professionals in order to support individual children. * Ability to demonstrate a commitment to equality of opportunity for all pupils. * Meet the expectations set out in the job description. |  | Application  Interview  References |
| **Other Personal characteristics and Behaviour** | * Evidence of continuing professional development. * Establish clear expectations and constructive working relationships in the setting through team working and mutual support. * Work in ways that promote equality and opportunity, participation, diversity, and responsibility. * A commitment to abide by and promote the Equal Opportunities, Health and Safety and Child Protection Policies. * The post holder will require an enhanced DBS. | * Have a “PACE” approach with all children in school (Dan Hughes) Playfulness, Acceptance, Curiosity and Empathy | Interview  Referees |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Full and Relevant Early Years Educator Level 3 qualification.   <https://www.gov.uk/guidance/check-an-early-years-qualification>   * Must hold a suitable Level 2 English qualification (equivalent to a GCSE at grade C or above); to be included in ratios. Functional Skills Level 2 can be used as an alternative to GCSEs. * Excellent Maths skills. * Willingness to attend Paediatric First Aid course (if not already in possession of this qualification). * Willingness to undertake professional and personal development. | * Full First Aid qualification * Early Years CPD | Application  Certificates  Interview |
| **Knowledge and experience** | * Experience of supporting learning in Nursery or Reception. * General understanding of early years curriculum and guidance. * Secure knowledge of child development. * Understanding of supporting children with their PRIME areas of learning. * Understanding of how to support children with reading, writing and maths. * Experience delivering an early maths programme. * Understanding of children’s developmental milestones and support required * Use of basic ICT – computer, video, photocopier. * Basic understanding of barriers to children’s learning and ways to remove these obstacles. * Awareness of legislation relating to safeguarding procedures. | * Experience of working with children with a range of SEND and delivering interventions (SEMH, Speech and Language, Communication and Interaction) * Understanding of assessing and tracking progress within the Early Years * Experience of working in partnership with parents and outside agencies * Experience of following a key worker approach | Application  Interview  References |
| **Skills** | * Ability to build relationships with children and adults. * Ability to work with an individual or group * Effective communication with colleagues and children * Good organisational skills * Ability to use initiative and retain professionalism. * Positive approach to behaviour management * Model acceptable behaviour * Ability to liaise with external professionals in order to support individual children. * Meet the expectations set out in the job description * Effective team working |  | Application  Interview  References |
| **Personal characteristics** | * Flexible approach * Calmness * Awareness of confidentiality * Show initiative * Enthusiasm for role * Reliable * Have high expectations * Nurturing Personality | * Have a “PACE” approach with all children in school (Dan Hughes) Playfulness, Acceptance, Curiosity and Empathy | Interview  Referees |

**Contact Details:**

**Roseberry Academy**Roseberry Crescent  
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Email: [office@roseberryacademy.org](mailto:office@roseberryacademy.org)

*The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.*

**DISCLOSURE AND BARRING AND RECRUITMENT CHECKS**

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with*[*Keeping Children Safe in Education*](https://assets.publishing.service.gov.uk/media/6650a1967b792ffff71a83e8/Keeping_children_safe_in_education_2024.pdf)*.*

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.

*All* documentation will be treated confidentially and processed in accordance with Data Protection regulations.