



BELIEF IN EVERY CHILD



## **WELCOME TO BLACKDOWN EDUCATION PARTNERSHIP**

I hope that this recruitment pack will give you an idea of Blackdown Education Partnership, what we stand for and what it might be like to work with us.

We have a simple and compelling vision for education. We believe that our schools should sit at the heart of our communities; that there are no limits to what our children and young people can achieve; and that they should be great places to work and learn.

We are incredibly proud of our Trust and the schools within it. Strong partnerships, collaboration and generosity are the bonds which underpin our collective mission to provide great education for all children no matter what their starting point or their background.

Before BEP...I have been associated with Uffculme Academy Trust for more than 10 years, and I have no doubt that it is a very special organisation. Having moved from Headteacher to Executive Head to CEO, I know first-hand how a strong ethos, ambitious culture and compassionate environment drive success. We are lucky enough to employ brilliant people who share our vision, many of whom have started careers with us and stayed to progress these careers. We want people to join us who believe that, whatever their role, they can make a difference to the life chances of students. We are totally committed therefore to helping all our staff thrive and fulfil their professional ambitions.

We are looking for an individual who shares the same vision and values – if you believe that you have the skills, drive and vision to help us achieve our aims we would be delighted to receive your application.

We look forward to receiving your application.

Handwritten signature of Lorraine Heath.

**LORRAINE HEATH, OBE**  
**CHIEF EXECUTIVE OFFICER**



# The Opportunity



## **Nursery Manager – Starting 8<sup>th</sup> July 2024**

**School:** Pioneers Nursery as part of Orchard Grove Primary School

Join Pioneers Nursery as our nursery manager for the opportunity to be at the start of an exciting new venture within Orchard Grove Primary School which opens in September 2024. In our state of the art, purpose-built setting, the successful candidate will have the opportunity to lead a team delivering exceptional learning and development experiences for all children in our first-rate setting.

### **Main Job Purpose**

- To provide overall management for Pioneers 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.
- To act as senior staff member in the Nursery during sessions as part of the team working with the children.

**See the Job Description for a full breakdown of the role and responsibilities.**

**The closing date for this post is 9:00am 16<sup>th</sup> May 2024.**

**Interviews will be held on 21<sup>st</sup> May 2024.**

**Applications must be completed through E-Teach.**

If you would like to discuss the role, please email: [pioneers@orchardgrove.bep.ac](mailto:pioneers@orchardgrove.bep.ac) with your contact details.

# Job Description



<b>Job Title:</b>	Nursery Manager
<b>Location:</b>	Pioneers Nursery as part of Orchard Grove Primary School
<b>Pay Grade</b>	Level 12 - £27,334 - £29,777
<b>Hours of Work:</b>	37 hours, Monday to Friday, hours between 7.45am & 6pm, all year round
<b>Responsible For:</b>	Nursery
<b>Key Relationships:</b>	Headteacher and EYFS & Nursery Lead
<b>Reporting to:</b>	Primary Executive Headteacher
<b>Disclosure Level:</b>	Enhanced.

## **Duties and accountabilities of post:**

### Responsibilities:

- To work with the Orchard Grove Headteacher, Reception Teacher and School Business Manager in the management and development of the Pioneers Nursery.
- To be responsible for the efficient day-to-day running of the Nursery and overall delivery of a high-quality service.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session.
- To ensure that the Nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress, which strongly links with the Orchard Grove curriculum.
- To ensure the Nursery plans appropriately for children aged 2 upwards.
- To ensure the Nursery meets Ofsted requirements at all times.
- To monitor occupancy levels & ensure that a consistent number of children are accessing the nursery throughout the year, ensuring growth & stability for the setting.
- To manage, supervise and support the Nursery staff.
- 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 establish good relationships with parents, families and care givers maintaining.
- To ensure Pioneers Nursery is run following the Trust values and Orchard Grove's ethos and attributes at all times.

#### **MAIN DUTIES:**

1. To provide overall management of Pioneers Nursery and ensure that legal requirements and quality standards are met at all times.
2. To ensure the whole staff team understand and work to the EYFS framework and Policies/ Procedures at all times.
3. To plan, with staff colleagues, an appropriate play-based curriculum which is based on children's current interests and stages of development and which allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
4. To ensure the Nursery operates the key person system and regular observations are carried out on all children and their progress recorded and shared with parents, both formally and informally.
5. To head the staff team and convene regular monthly staff meetings.

#### **NURSERY SESSION MANAGEMENT:**

1. To ensure appropriate equipment and materials are set up before the children arrive, both indoors and outdoors, and are tidied away at the end of every session and the room left clean for the next session.
2. To ensure all activities, display, equipment and other resources are presented attractively and in full working order.
3. 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.
4. 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.
5. To ensure all health, hygiene, safety and risk assessment issues are addressed.

#### **WORKING WITH PARENTS AND PROFESSIONALS:**

1. To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in the life of the Nursery.
2. To work in partnership with a range of professionals both within the school and wider community.

## **MANAGEMENT / ADMINISTRATION:**

1. To complete paperwork such as monitoring forms, Ofsted forms and other paperwork requested by the school and other professional bodies by the due dates.
2. To ensure all booked sessions are correctly recorded in order to invoice and credit control nursery revenue.
3. Be responsible for accessing, calculating & promoting the Early Years Entitlement funding (EYE) and submitting data within the required deadlines.
4. To monitor expendable materials and equipment generally and ensure that orders are placed through the school in a timely manner.
5. 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.
6. To provide on-going supervision, professional development opportunities and regular performance management meetings for the Nursery staff team.

## **GENERAL:**

1. 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.
2. To actively challenge discrimination of all kinds and ensure that staff and volunteers within the Nursery do the same.
3. 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.
4. To attend regular supervision meetings and work closely with the Trust EYFS & Nursery Lead.

*This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of the effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out consultation with the post holder.*

## **Typical working pattern**

- The nursery is open Monday to Friday 7.45am-6.00pm, typically the Nursery Manager would work an 8-hour shift including a 30-minute unpaid break. There may be some flexibility and a working pattern will be agreed with the post-holder on appointment. There may occasionally be a requirement to work beyond school hours to support meetings or recruitment/training events.
- All year-round staff will accrue holiday which can be taken through prior agreement with the headteacher.
- This working pattern is subject to change and you will be required to work flexibly with colleagues to ensure the operational needs of the Trust are met.

## **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.
- 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.



<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Minimum NVQ Level 3 qualification in Childcare or equivalent	✓	
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		✓
<b>Experience</b>		
Minimum of two years' experience managing a Nursery	✓	
Comprehensive knowledge and understanding of the legal framework and quality standards relating to sessional day care	✓	
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.		✓
<b>Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
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	✓	
The ability to think creatively and to solve problems		✓
An awareness of when to seek advice and support.		✓
Possess a level of general computer literacy with a range of IT skills.		✓



<b>Behaviours</b>
Understanding of and commitment to equality and diversity.
Empathy with other Trust teams and Schools.
Understanding of and commitment to Trust Values.
Capacity to work as part of a team as well as individually without supervision and under pressure.
Demonstrate a positive and pro-active approach to work and focussed on outcomes.
Demonstrate creativity, flexibility and responsiveness to change.
Commitment to continuous professional development of self and others to maximise skills/experience.
<b>Personal Attributes</b>
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.
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 commitment to continuing professional development.



# We believe in the potential of every child

## OUR MISSION

- To nurture and develop the ambition, talents and interests of every child
- To break down the barriers that inhibit the opportunities and achievements of disadvantaged pupils so that they can go on to lead lives of choice and opportunity
- To create a family of schools that are deeply and purposefully connected to their communities.

# Our Schools



UFFCULME PRIMARY SCHOOL



BELIEF IN EVERY CHILD



## LOCATIONS

All our schools are situated in the beautiful countryside of Devon and Somerset, within easy commuting distance of Exeter to the west and Bristol to the North, being close to some of the most beautiful coastlines of Devon and Dorset.

Our schools' varied locations allow our staff to access not only beautiful beaches, but also some of the best areas for walking, biking and other outdoor activities; yet the cities of Exeter, Bristol and Bath are close by.



