



Nursery Manager

Closing Date: Monday 24th June 2024 at 9am

Shortlisting: Monday 24th June 2024

Interview Date: from Tuesday 25th June 2024

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Park Walk Primary School

Park Walk, London SW10 OAY

Tel: 020 73528700 Email: info@parkwalk.rbkc.sch.uk



Miss Emily Caldwell - Headteacher

Miss Sinead O'Leary - Assistant Headteacher

Dear Applicant,

I would like to thank you for your interest in the post of Nursery Manager at Seedlings Nursery located at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post as soon as possible.

Seedlings Nursery is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the nursery come from a range of ethnic and social backgrounds. Our community consists of enthusiastic children who enjoy coming to the nursery and school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's developments and education and a very supportive and skilled Board of Governors.

We are looking for a Nursery Manager who will lead a small team of Nursery practitioner to provide inclusive play and learning opportunities for all children attending the day nursery and to maintain a safe, stimulating and enjoyable environment.

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You can learn more about the nursery on the school's website – www.parkwalk.rbkc.sch.uk.

Once you have read through this application pack, if you would like to visit us, please contact Kimberley Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the nursery.

Yours faithfully

Emily Caldwell

Headteacher

Job Advert
Nursery Manager– Seedlings Nursery at Park Walk Primary School

Job Title: Nursery Manager

School: Seedlings Nursery at Park Walk Primary School

Location: Kensington and Chelsea

Salary: Scale 6 Range 18 - 20

Contract: Full time – Term Time Only - 36 – 40 hours per week

Park Walk is a happy and successful one form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential. Our Seedlings Nursery, for children aged 0 – 3 years old, is located on the school premises in two newly designed and refurbished rooms, which both include wonderful outdoor spaces.

The successful applicant must be:

- have experience of leading a team of people in an Early Years setting
- able to prioritise and be attentive to the care, safety and wellbeing needs of the children
- able to demonstrate excellent interpersonal skills with children, staff and parents
- positive, enthusiastic, committed and self-motivated
- have good oral and written communications skills
- able to work effectively as part of a team, accept challenges and motivate others

What we can offer you:

- a newly designed and refurbished space to work in
- a high level of support and commitment from our friendly and hardworking leadership team
- staff that is committed to the children and their development
- a vibrant and culturally diverse community
- a commitment to professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.

Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kimberley Ray to make an appointment.

You can download the application pack on <https://teaching-vacancies.service.gov.uk/> or email the school for an application pack: info@parkwalk.rbkc.sch.uk or from our website www.parkwalk.rbkc.sch.uk

Completed applications should be returned to: emily.caldwell@parkwalk.rbkc.sch.uk

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Job Description – Nursery Manager

Seedlings Nursery at Park Walk Primary School

We are searching for a highly motivated, passionate and qualified Nursery Manager to join our team. We are an enthusiastic childcare team with the welfare and interests of the children at heart. Our passion is to ensure each child reaches their full potential within a loving, nurturing, safe and stimulating nursery setting.

As a school, all staff are dedicated to upholding the highest standards of safeguarding and child protection. Staff joining our team must be vigilant and follow the safeguarding and child protection policy and procedures.

Overall aim - to manage the Seedlings Nursery under the direction of the Senior Leadership Team (SLT); to provide high quality EYFS education and care, which meets the individual needs of each child.

Early Years Childcare and Education

- To lead the implementation and delivery of the EYFS curriculum in accordance with the children's social, emotional, physical and intellectual needs.
- To lead the implementation of the daily routine in the pre-school, to record and evidence observations of children in alignment with EYFS framework, including prioritising engagement, communication and play.
- To build on the children's interests and carry out in the moment planning, including using observations effectively to support children's progress and development.
- To keep informative, accurate and up to date records and assessments, including records of progress and any behavioural and developmental reports, using iPads.
- To prioritise building effective two-way communication with families to enable the best support for pupils in your care.
- To help to create a welcoming and family friendly environment.
- To lead the induction and settling in for new children and their families.
- To respond to each child's needs and provide a high level of care and supervision that demonstrates a vigilance towards children's health and well-being.
- To be responsible for feeding, washing and changing children, and generally tending to all their physical needs.
- To support and participate in meal times within the setting.
- To act as a key person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support other staff in their role as key person.
- To communicate openly with parents and carers as the Nursery Manager: informing parents of their children's progress and encouraging regular feedback.
- To be aware of children's special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To provide a model for staff in the setting, as well as children in your care; promoting positive values, attitudes and supporting good behaviour by dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To establish daily routines for setting up provision across the unit.
- To lead on the display and presentation of work.
- To plan and lead on any educational visits.
- To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
- To lead on the preparation, maintenance and control of stocks of materials and resources.
- To liaise with SENDCO as needed.
- To carry out any recommendations made following regulatory inspections, following internal and external monitoring.
- To work within the setting's policies and procedures.

Key Worker Responsibilities

- To build a positive, professional relationship with the family of each child.
- To share information about the child's progress, development and pastoral needs as required by the pre-school.
- To liaise closely with parents/carers, informing them about the pre-school and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

Health and Safety

- To help ensure records are properly maintained and updated, e.g. daily attendance register, accident and incident book etc.
- To ensure that the welfare and safety of children is promoted with the setting and that any child protection/ safeguarding concerns are always appropriately acted upon immediately.
- To maintain the highest level of cleanliness and hygiene in all pre-school areas.
- To lead the responsibility for the care, maintenance and security of all equipment and toys within the pre-school.
- To contribute to and help implement all pre-school policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
- To ensure that the pre-school is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.

General

- To undertake certain domestic jobs within the nursery, e.g. cleansing of equipment and ensuring the nursery is kept clean and tidy.
- To work as a team to ensure that accurate and up-to-date record keeping systems are kept e.g. children's records of progress and any behavioural and development reports, any safeguarding issues and health and safety issues.
- To undertake duties as timetabled, which may include before and after school, break and lunchtime.
- To work within our extended school provision, when required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities.
- To undertake any other reasonable duties as directed by the SLT team.

Staff Training and Meetings

- To attend whole staff meetings outside of normal opening hours.
- To attend any relevant training events or meetings as advised by the SLT and to keep up to date with current good practice.
- To attend out of working hours' activities e.g. parents' evenings, open days and other celebrations.

Person Specification – Nursery Manager
Seedlings Nursery at Park Walk Primary School

| CRITERIA | ESSENTIAL |
|------------------------------------|--|
| Qualifications and training | <ul style="list-style-type: none"> • NNEB, CACHE Level 3, NVQ Level 3 or equivalent • GCSE English and Maths grade C or above • Child Protection trained and aware of safeguarding procedures • Enhanced DBS – carried out by us • Experience of supporting children with Special Educational Needs and Disabilities (SEND) • Food hygiene qualification. • Pediatric First Aid qualification. • A willingness to obtain further qualifications or do relevant training. |
| Experience | <ul style="list-style-type: none"> • 2 – 3 years' experience of working in a pre-school setting or other PVI experience as Manager or Deputy Manager. • A good, sound and up to date knowledge and understanding of EYFS. |
| Skills and knowledge | <ul style="list-style-type: none"> • Sound understanding of child development and of children's needs and current legislation relevant to the Early Years. • Ability and experience of implementing an Early Years curriculum, taking into account the SEND Code of Practice, child protection procedures, religious and cultural diversity and equal opportunities considerations. • Ability to foster strong working relationships with staff, volunteers and other professionals. • Strong time management skills and ability to prioritise workload • Ability to work with parents and encourage their involvement. • Ability to communicate effectively in a variety of ways, verbally and in writing. • Computer literacy, including experience using Word (or similar) for reports and tablets (for using online learning journal) • Able to work on own initiative and influence good practice through own example. • A solid understanding of Child Protection / Safeguarding issues and procedures. • Understanding of relevant policies/codes of practice and awareness of relevant legislation. • Good working knowledge of Ofsted standards and requirements |

**Personal
qualities**

- Commitment to promoting the ethos and values of the nursery
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the nursery
- Commitment to a collaborative team approach; exchanging ideas and providing support to colleagues where needed
- Ability to work under pressure and priorities effectively
- Commitment to maintaining confidentiality at all times
- Embraces change well
- Deals with difficult situations effectively
- Patient, flexible and adaptable, meticulous, conscientious and reflective
- Caring attitude and a friendly, flexible approach
- Excellent verbal and communication skills with children and parents
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding roles and responsibilities and own position within these
- Ability to observe, assess and report child's behaviour
- Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality
- High level of initiative and creativity
- Empathy and understanding of children under five

Policy on the recruitment and employment of ex-offenders

Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at www.homeoffice.gov.uk or www.direct.gov.uk.)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Online Presence

Applicants are hereby notified that the school may undertake online searches in respect of shortlisted candidates as part of its due diligence checks.