

St Botolph's CE Academy



Nursery Manager Recruitment Pack

Advert

Title	Permanent Nursery Manager
Location	St Botolph's CE Academy, Primrose Vale, Knottingley, WF11 9BT
Days/Hours	36.25 hours per week (Monday to Friday 8:15am – 4:00pm)
Pay Range	£26,572 - £28,539
Required from	September 2025

St Botolph's is a special place with a distinctive Christian ethos. We are all proud of our school and the journey we have been on over the last few years. We have worked hard to create an engaging broad and balanced curriculum to inspire and motivate our pupils, enabling them to flourish and achieve well. In October 2024, we received 'Good' Ofsted judgements in Quality of Education, Behaviour and Attitudes, Personal Development and Leadership and Management and 'Outstanding' in Early Years.

We are looking for an experienced, dynamic, enthusiastic and committed Nursery Manager who, supported by our Early Years Leader, will be able to continue to ensure we provide an outstanding education for our youngest children.

We are looking for someone who:

- Has high expectations and is committed to ensuring all children make strong progress based on their starting points
- Is a creative practitioner;
- Has the ability to inspire and motivate;
- Has experience of working in Early Years
- Is able to communicate well with good interpersonal skills;
- Is committed to an inclusive ethos where every person matters;
- Has good behaviour management skills;
- Has knowledge and experience in children with additional needs;
- Can work well as part of a team, specifically the Early Years Leader;
- Is warm, kind, caring, positive and has a sense of humour.

We can offer:

- A nurturing, caring and inclusive school;
- A forward-thinking Trust that takes professional development, workload and staff wellbeing seriously;
- A friendly, hard-working, professional and supportive team of staff and governors;
- Happy and enthusiastic children who enjoy learning and behave well;
- A commitment to your professional development.

We warmly encourage you to visit school before you apply. For further details about the role, to arrange an informal conversation with Lee Swift, Executive Headteacher or Steph Golding, Head of School, or to arrange a visit to our wonderful school, please contact lee.swift@stbotolphs.enhanceacad.org.uk, stephanie.golding@stbotolphs.enhanceacad.org.uk or telephone on 01977 677494.

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce and welcomes applications from all.

Applicants will need to use the link below to complete online application form.

[Recruitment](#)

Selection Timeline

Closing Date: Friday 2nd May 2025

Shortlisting: w/c 5th May 2025

Interviews: Likely to be w/c 19th May 2025

Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of thirteen primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of earned autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.

[Enhance Academy Trust - Home](#)



Our School Vision & Values

Find Your Fantastic

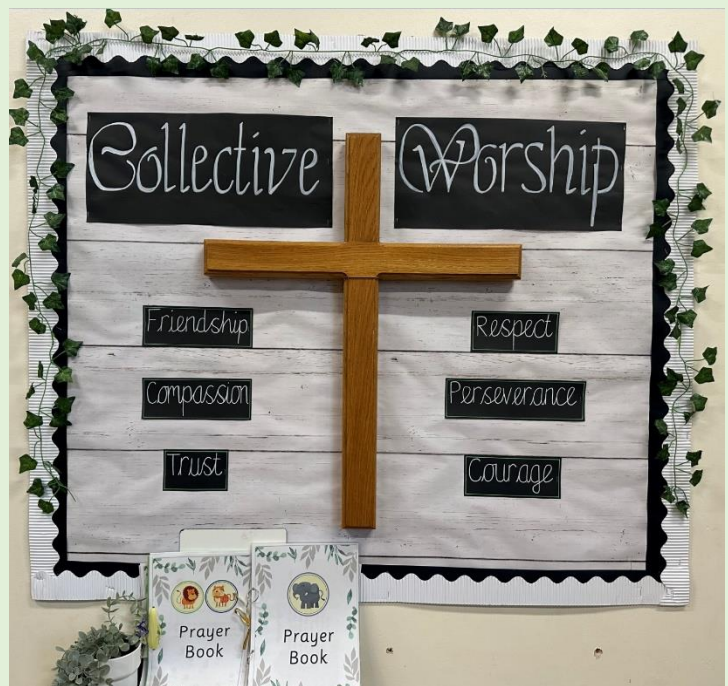
Just as the animals gathered in the safety of the ark, we come together, trusting in God and each other on our journey through life. We persevere, riding the waves through storm and calm, guided by hope to find our fantastic, no matter what it takes.



We have 6 Christian Values that support our school vision. We explore these during daily acts of Collective Worship.

Our 6 values are:

- Friendship
- Compassion
- Trust
- Respect
- Perseverance
- Courage



Our Early Years

At St Botolph's, our vision is to provide the highest quality care and education for all our children in Foundation Stage, thereby giving them a strong foundation for their future learning and success as unique individuals.

Through an enriched environment, we create a safe and happy setting with motivating and enjoyable learning experiences. Through our curriculum, we educate all children in the knowledge, skills and understanding they need to be effective, inquisitive, curious, independent learners and influence their wider thinking. We support our children to believe in themselves and their abilities and capabilities, to feel a sense of belonging to the school and wider community and to become successful in their academic career and beyond. We value all children and work alongside parents and others to meet their needs and help every child to reach their full potential.

Children use and develop taught skills throughout the year on a daily basis. Continuous provision practice and principles begin in EYFS and support children to develop key life skills such as independence, innovation, creativity, enquiry, analysis and problem solving. During the school day, children have an opportunity to work independently, work collaboratively with their friends and with members of staff.

To support our wider curriculum, we provide regular opportunities for parents and carers to come into school and work with their child, share their work and celebrate successes. We keep parents informed and we meet regularly with them to ensure children's transition into school and through the EYFS is happy and allows them to reach their potential with the support needed. This includes transition days, stay and play sessions, parent workshops, reports and parent meetings.

We start with our FEET sessions (Families enjoying everything together) which are very popular, where we invite pre-nursery children and parents in to meet the teachers and familiarise themselves with the classroom. Parents also have the opportunity to meet with new teachers and visit their child's new learning environment when they move to Reception. We also support the transition into Key Stage 1 for both child and parents. We prepare children for Year 1 with visits to their new class and meeting the teacher.

We plan an exciting and challenging curriculum based on our observation of children's needs, interests, and stages of development across the seven areas of learning to enable the children to achieve and exceed the early learning goals. All the seven areas of learning and development are important and inter-connected. Three areas are particularly crucial for igniting children's curiosity and enthusiasm for learning, and for building their capacity to learn, form relationships and thrive. These three areas are the prime areas: Communication and Language, Personal, Social and Emotional Development, Physical Development.

Children are also supported through the four specific areas, through which the three prime areas are strengthened and applied. The specific areas are: Literacy, Mathematics, Understanding the World and Expressive Arts and Design.

Job Description

REPORTING TO

Early Years Leader

OVERALL PURPOSE OF THE POST

To work under the guidance of the Early Years Leader to plan and implement an appropriately balanced early years curriculum whilst providing a caring, safe and welcoming environment for children which will allow each child to develop at their own rate in accordance with the current Curriculum Development Framework Document.

KEY RESPONSIBILITIES

- Plan and organise children's learning through play and appropriate learning experiences.
- Observe, record and assess through interaction, the needs of individual children.
- Monitor and evaluate children's progress.
- Implement and raise awareness of equalities within the establishment.
- To promote Emotional Personal Social Development (EPSD) through good health, safety and caring practices.
- To provide appropriate learning experiences for children with special educational needs.
- To implement child protection procedures and to support children and families through crisis.
- To participate in school outings, adhering to Health and Safety guidelines.
- To support and develop parental participation and relations with the community.
- To be involved in the purchasing, utilising and maintaining appropriate resources associated with delivering the pre-school curriculum.
- Work co-operatively and effectively within a professional team whilst respecting each person's abilities and aptitudes.
- To work collaboratively with other professionals from a variety of disciplines.
- Contribute to staff meetings relating to all relevant and current topics.
- To be a positive role model.

Accountability

- Accountable for meeting the needs of all children.
- Developing purposeful liaison with parents/carers.
- Liaising and providing information for relevant agencies.
- To adhere to and implement local and national policies.

Job Description

Demands

- The ability to respond effectively to children in a stimulating learning environment using a variety of strategies and techniques.
- Participation in both formal and informal staff training activities in order to maintain and update knowledge.
- Lifting and manoeuvring of heavy equipment, which should be undertaken within Health and Safety procedures.
- The job may expose staff to various viruses from Chickenpox to HIV/Hepatitis, which will require compliance with Health and Safety procedures.
- The job may expose staff to physical and verbal abuse, which should be reported through agreed procedures.
- The job may demand certain administrative duties, i.e., collecting money, filling in forms, etc.
- Confidentiality to be respected at all times.

Communications

- The postholder will be required to:
- Contribute, as part of a professional team, to reports made available to relevant agencies.
- Participate in case conferences, e.g., Child Hearings, Individual Educational Programmes, Reviews, Transitions and Records of Needs.

Working Environment

- Postholders will normally be located within a nursery setting, working with others to deliver a pre-school curriculum within a caring and stimulating environment under agreed ratios.
- This will include working with small groups of children out with the nursery on outings and within the framework of Health and Safety guidance to staff.

KEY OUTCOMES/ACTIVITIES

- In some positions, postholders will fulfil their remit in other settings such as primary schools, special schools, child's home and special group settings.

Other duties commensurate with the grade of the post as directed by the Headteacher.

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Job Description

RESPONSIBILITY OF RESOURCES

Employees (Supervision): None

Financial: None

Physical: Effective use of learning materials and resources.

Customers and Clients:

To work with the Early Years Leader to support in the planning, organising and delivery of high standards of childcare and education activities for children and parents.

WORKING CONDITIONS

The nature of the post requires some ongoing considerable physical effort e.g. regular lifting or carrying, pushing or pulling items of moderate weight.

The post involves contact with people which through their circumstances or behaviour regularly places emotional demands on post holder.

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

CHARACTERISTICS OF THE POST

The ability to regularly attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure

Person Specification

Knowledge, Experience and Skills		
	Essential	Desirable
Qualifications/Training		
The Certificate of the Nursery Nurse Examination Board (NNEB) Or NVQ Level 3 in Children's Care, Learning & Development Or The Council for Awards Children's Care and Education (CACHE) Diploma Or The Business and Technical Education Council (BTEC) Diploma in Childcare Or Diploma for the Children and Young People's Workforce (Level 3)	✓	
Experience		
Knowledge of the individual development needs of young children.	✓	
Understanding and respect of the central role of parents/carers in the lives of young children.	✓	
Understanding of current pre-school education and childcare provision and procedures.	✓	
Effective communication skills.	✓	
Knowledge of ICT.	✓	
Appropriate knowledge in First Aid	✓	
Child Protection issues.		✓
Health, Safety and Security issues.		✓
Data Protection issues.		✓
Experience		
Working or caring for children	✓	
Competencies and Other Skills		
Some ICT skills required for accurate record keeping	✓	
Effective inter-personal skills.	✓	
Ability to work independently using own initiative.	✓	

Next Steps

Further Details

For further details about the role, to arrange an informal conversation or to arrange a visit to the school, please contact Lee Swift, Executive Headteacher (lee.swift@stbotolphs.enhanceacad.org.uk), or Steph Golding, Head of School (stephanie.golding@stbotolphs.enhanceacad.org.uk), or telephone on 01977 677494.

To Apply

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