

St Thomas of Canterbury CE Primary School, Lapford

Nursery Manager

Candidate Pack

Closing date: Wednesday 2 December 10am

Interview date: Tuesday 8 December

Chulmleigh Academy Trust

CURIOSITY LOVE BRAVERY COMMUNITY RESILIENCE

A Very Warm Welcome



Thank you for showing an interest in this position.

St Thomas of Canterbury CE Primary School, Lapford, part of the Chulmleigh Academy Trust, is a small rural school in the heart of Mid Devon. Our children are at the heart of everything we do and our ethos is underpinned by our values of Compassion, Ambition and Teamwork.



Chulmleigh Academy Trust is excited to be expanding the Foundation Stage facility at St Thomas' Primary School to include nursery provision for children from 9 months to 2 years. The Trust is looking to recruit an experienced and enthusiastic person to manage the day to day running of the Nursery, to include co-ordinating the provision of a caring, safe, secure and stimulating environment, in line with Ofsted requirements.

As well as providing the very best education for the children of Lapford and the surrounding area, this is a fantastic opportunity to be part of a wider team within the Trust, who develop practice and share expertise.

We can offer you:

- A welcoming, supportive and inclusive school ethos
- A hard-working, positive team who are dedicated to improving the lives of children and ensuring every child achieves their full potential
- commitment to high quality continued professional development

There are now 50 pupils on roll. Standards have got higher and sentiment around the school has continued to grow. This is a great time to be joining this school and we would be very pleased to hear from you.

Neil Payne
Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust

We are looking for someone who:

- Is experienced in the day to day running of a nursery
- Has outstanding leadership and managerial skills
- Has excellent communication skills
- Takes initiative and seeks opportunities for further development
- Can quickly establish excellent supportive relationships with parents
- Has strong interpersonal skills
- Has a friendly and caring nature
- Will go the extra mile

COMPASSION AMBITION TEAMWORK

About Our School

St Thomas of Canterbury CE Primary School, Lapford, is situated between the towns of Crediton and Barnstaple in North Devon. It is a small school and nursery for children aged 0 -11 years, in a warm and friendly rural village with strong community links. Lapford is a parish and traditional rural village in the heart of the Devonshire countryside, overlooking the River Yeo. The village features a playing field with two play areas, football pitch and fenced playground. There is also a request-stop railway station on the Tarka Line, which runs between Exeter and Barnstaple.

St Thomas' joined Chulmleigh Academy Trust and became a converter Academy in January 2012. We are proud to be part of the Chulmleigh Academy Trust, which provides a supportive network; sharing good practice with subject leads working across all three schools. This includes joint staff meetings and opportunities for continuous professional development for staff, as well as centralised support for: personnel; estates management; finance; health and safety; IT; governance; safeguarding and SEND. There is also a Trust-wide Head of Primary Education and Trust Primary Administrator who work with the three Heads of School. School meals are prepared at the College site and delivered on a daily basis.

We currently have 50 pupils on roll, with a planned admission number of 15 per year group. Our free school meals percentage is 40%, which is above the national average.

The parents, staff and children are extremely proud of St Thomas' Primary School and this is reflected in the strong support from the thriving 'Friends of Lapford School', volunteers and members of the community. Our pupils are highly valued, not only because of the very high expectations they have of themselves and their learning, but equally for the polite, well-mannered, caring attitudes they have towards their peers and staff.

As a school we encourage children to engage fully in their learning through exciting, well taught, innovative lessons and experiences. The staff consists of a team of excellent teachers and teaching assistants, plus a number of volunteers, all of whom take the education and well-being of the children very seriously. Our children feel safe and secure knowing there is always someone to talk to. In addition, we have teachers from other Academy schools bringing specialisms through their teaching within the Academy (such as visiting music and P.E. specialists), who contribute to the development and training of the staff.



The pupils participate fully in all aspects of school life, including arranging community events; taking ownership of their learning and pushing themselves on to higher levels and helping each other enjoy and feel comfortable in their school life. We encourage them to be independent learners, taking responsibility for their learning in a motivated way. We believe that happy children learn best and take every opportunity possible to motivate and enthuse our pupils in their learning journey.

This is a very exciting time to be joining St Thomas' Primary School. Following the Ofsted inspection in October 2023, the school has already addressed all of the areas for improvement and is on a rapid upward trajectory. A registered Ofsted inspector has recently carried out a review of the school and concluded that St Thomas' Primary School 'is on track to be good' at its next Ofsted inspection. It will be great to welcome someone into the team who is as keen to be part of this journey as we are.

Our Values

COMPASSION AMBITION TEAMWORK

Our school and Trust values are 'Compassion, Ambition, Teamwork'.

These values thread through all that we do and all that we are. We care for each other, have high ambitions, and work together as a school family.
By the time our pupils leave us, they are ready to do their best at secondary school.

ENGAGING CHILDREN IN LEARNING

Job Description



Job Title: Nursery Manager
Status: Permanent 40 hpw x 39 weeks per annum
Grade E: £16.34 - £18.04 per hour - depending on experience
Start Date: January 2027

Accountable to the Head of School

The post holder is responsible for managing the day to day running of the Nursery to include co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting the minimum Ofsted requirements.

Main Responsibilities

- Providing outstanding leadership and operational management of the Nursery, ensuring that standards are met and children receive excellent quality care and education.
- To plan a range of activities based on an observation and assessment cycle for children in the Nursery.
- Managing a staff team, working with Head of School to ensure policies and procedures are implemented at all times.
- To engage parents and the community in the Nursery.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.



WE GIVE NOTHING BUT OUR BEST

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Management of people	Experience of leadership and ability to motivate staff		R
Experience	• Two years experience of working within an early years and childcare setting • Experience of working with the Early Years Foundation Stage • Knowledge of child development and learning processes with reference to particular barriers to learning • Experience of working as part of a team • Experience of having kept written records of children's achievements including observations	• Experience of supervising placements • Experience of working with other agencies and professionals	AF
Practical Skills	• Excellent written and verbal communication skills, with colleagues, parents, carers and children • Good organisational, record keeping, planning skills • Ability to work independently using own initiative. • Understanding and recognition of the principles of equality and diversity • Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to plan effective learning and care programmes • Ability to lead the effective planning of learning	• Ability to action plan and respond to local and national initiatives • Ability to set ethos and vision for the setting and ensure all personnel adhere to it • Ability to ensure the learning and care environment is accessible for all children and parents • Plan and lead the maintenance and upkeep of resources in the setting • Knowledge and understanding of the type of external support that is available to support children's development	R / AF







WE GIVE NOTHING BUT OUR BEST

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Communication	• Ability to relate well to children and adults including other professionals/carers/parents • Ability to set, demonstrate and promote good ·practice in line with the ethos of the Nursery. • Consistent approach with children and parents • Ability to interact with children and support their involvement in physical activities and outdoor play		I / R
Personal Qualities	• Enthusiasm for learning and working with children • Able to maintain confidentiality at all times • Reflective approach and commitment to personal development • Able to provide consistently high levels of quality care and education opportunities to all children • Caring, friendly, approachable, open, inclusive, welcoming, and personable		R / I
Technology / IT Skills		• Ability to effectively use ICT to support learning or to undertake training to do so • Awareness of developing technologies and their place in the learning environment	AF



COMPASSION AMBITION TEAMWORK

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW ASSESSED
Education and Training	• Completion of full and relevant early years & childcare qualification at Level 3 or above e.g. Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development • Willingness to participate in other development and training opportunities • Working knowledge of Early Years Foundation Stage national curriculum and other relevant learning programmes/strategies	• Relevant Level 4 Management or Level 5 childcare qualification or higher • Completion of Level 3 Safeguarding Course • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation • Understanding of principles of child development and learning processes and in particular barriers to learning • Knowledge and/or experience of other forms of communicating with children, eg. Makaton	AF
Equal Opportunities	• Chulmleigh Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties.	**AF - Application Form** **R - References** **I - Interview**	I
Physical	• Able to carry out the duties of the post with reasonable adjustments where necessary.		Health Questionnaire



ENGAGING CHILDREN IN LEARNING

How to Apply

Please complete the online application form available here.

A tour of St Thomas of Canterbury CE Primary School, Lapford, will be arranged as part of the interview schedule.

Closing date: Wednesday 2 December 10am
Interview date :Tuesday 8 December
Start date: January 2027

If you would like an informal conversation, please contact us on the email address below and we will be pleased to arrange a telephone call with our Primary Executive Headteacher or Head of School to discuss the role further.

personnel@chulmleigh.devon.sch.uk or call 01769 580215

St Thomas of Canterbury CE Primary School, Lapford
Eastington Road, Lapford, Crediton, Devon, EX17 6QE

'Let all that you do be done in love.' — 1 Corinthians 16:14
Curious minds, caring hearts, courageous spirits



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