



Cherry Blossom Pre-School Pontefract Manager Application Pack

Dear Colleague,

Thank you for taking the time to read this pack in considering if this is the role for you. If you are energetic, dynamic, dedicated and passionate about Early Years Education and Care, suitably qualified and have leadership experience in the field I would love to hear from you. This is an exciting time for Waterton Pre-Schools as we open our second setting. You will work alongside me and be part of the development from the start; designing and creating the learning environment and recruiting your team. You will have the opportunity to work closely with the manager of our existing successful and oversubscribed Pre-School, Wrenthorpe Pre-School, based at Wrenthorpe Academy Wakefield and have the support of the Pre-School's admin officer and the Trust's Central Team.

Your Pre-School will have its own dedicated Pre-School Committee who will work alongside you and the Pre-School Trust Board to provide a safe, secure and stimulating environment where children can learn through play at their own pace with plenty of adult support.

We are looking to add to our excellent team of dedicated staff, most of whom have been with us for many years. We work closely with parents and carers, our schools, professionals and outside agencies such as special educational needs support services, social services and paediatric therapists.

The wellbeing of our staff is important to us. Our teams are supported via staff supervisions and annual performance management appraisals. Professional Development for all staff is built into our development plans to ensure that everyone can be the best practitioners that they can be and we keep up to date with our practice and provision for children.

Our mission is to provide high quality early years education and childcare in a friendly, safe, caring and stimulating environment where all children and adults are valued and treated as individuals, respected, feel confident and part of our Waterton Pre-Schools family.

If this sounds like something you want to be a part of then come and join us, make a difference, nurture our children to enable them to reach for the stars!



I love how independence is encouraged by the staff and children are encouraged to follow their interests.

Claire

Keyworker

I look forwards to hearing from you.
Yours sincerely,



Mrs Becky Cook
Executive Headteacher

Post title:	Pre-School Manager
Location:	Cherry Blossom Pre-School Cobblers Lane Pontefract WF8 2HN
Salary:	Grade 7 SCP 18-23 (Pending review) £25,418 - £28,226
Hours:	37 hours per week All year round Permanent

Cherry Blossom Pre-School is a new pre-school situated in the market town of Pontefract. It will be the second Pre-School to be developed within Waterton Pre-Schools; part of the successful Waterton Academy Trust.

Waterton Pre-Schools is extremely excited to be opening this new setting in the Autumn of 2022 and are looking for an outstanding, experienced practitioner to join us at the beginning of our journey in creating and developing a pre-school for the children and families of the community, providing the care and education they deserve.

Our aim is to create a safe, happy and inspiring environment with highly skilled and trained staff that help to support children to thrive and achieve their true potential in an environment that is best suited to their needs. You will become an integral part of a team of passionate staff who work tirelessly to create an enjoyable learning experience for our children. The team will include an Executive Headteacher, a Deputy Manager and Key Workers.

Cherry Blossom Pre-School will offer sessional and full day care for children aged 2-5 all year round.

This is an exciting new role and brings with it an opportunity to work closely with the Pre-School Executive Headteacher in shaping the direction of the service. This is a supervisory position and appropriate induction; training and support will be given to ensure the postholder is successful in this role.

Our Pre-Schools are supported by our central business support team which has grown in experience, knowledge and size over time and are highly regarded by our schools.

The post is to commence 1st August 2022 or as soon into the Summer term as possible.

We are looking to appoint someone who:

- Is committed to supporting our common purpose of providing our children with the best possible Early Years Education and Care
- Has a deep knowledge of the EYFS and can plan and provide a suitable environment and activities to enhance learning
- Is committed to inclusion and can respect and cater for individual children's needs
- Is a good communicator and able to motivate and lead a team to deliver high standards
- Will be a supportive and welcoming presence in the setting and develop positive working relationships with parents, carers and professionals
- Can work under pressure and remain patient and calm
- Is resilient and adaptable to change with the ability to organise effectively

In return, we can offer:

- A friendly, welcoming pre-school set within a thriving and inclusive school
- A supportive and forward-thinking leadership team
- A commitment to your professional development and an exciting opportunity to work within a multi-academy trust
- A cycle to work scheme
- A health and wellbeing package
- An excellent pension package.

Job Description

Job Title:	Pre-School Manager
Employer	Waterton Pre-Schools
Reporting to:	Pre-School Executive Headteacher
Grade:	7 (Pending review)
Workplace:	Cherry Blossoms Pre-School

Purpose of the Post:	<p>To lead and manage a Pre-School provision in line with the EYFS framework at the highest standard which enables all children to develop to their full potential.</p> <p>The post-holder has responsibility to initiate, develop, implement and manage working practice and systems for:</p> <ul style="list-style-type: none">• Delivery of EYFS curriculum and assessment• Staffing• Day to day administration• Learning environment and resources• Safeguarding and health and safety including being the named Designated Safeguarding Leader (DSL)
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Responsibilities:	<ul style="list-style-type: none">• Promote high standards at all times ensuring compliance in all areas, following our policies and procedures in the best interests of children• Supervise all staff in their duties ensuring that effective recruitment and induction, training and development, appraisal and good conduct is in place• Participate in self-evaluation and planning for continual improvement• Co-ordination of new admissions and transition of children into school/s• Quality assure teaching and learning in relation to children's progress including maintaining appropriate systems to record, report and monitor their development• Oversee planning, ensuring appropriate resources are available to enable all children to engage with all learning opportunities• Organise and undertake staff supervision meetings• Chair team meetings with staff ensuring an agenda and minutes are available• Liaise with parents/carers, local authority, outside agencies and professional bodies as required• Oversee the efficient upkeep and security of the building / grounds and maintenance of equipment, furniture and fittings
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	<ul style="list-style-type: none"> • Work with our administrator to ensure collection, recording and banking of fees, administration of invoices and petty cash are managed appropriately • Promote and lead on a calendar of events, including parents' evenings • Share information passed on by parents / school staff with colleagues as required to maintain high standards of safety and care
Expectations of All Employees	<ul style="list-style-type: none"> • Full working knowledge and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, HR and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure equal opportunities for all • Working knowledge of the Early Years Education sector • Contribute to the overall ethos/work/aims of the Pre-Schools organisation, Academy Trust and member academies • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • Participate in training and other learning activities and performance development as required
Additional Information:	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.
Responsibilities for Resources:	<p>Employees (Supervision):</p> <p>Deputy Manager, Key-Workers and Play Leaders</p> <p>Financial:</p> <p>Assigned responsibility for day to day management of budget including petty cash, assets, resources and confidential information</p> <p>Physical:</p> <p>Operational responsibility for physical resources, procurement and deployment of resources</p>
Customers and Clients:	<p>The post holder works closely with children and work involves some direct impact on the wellbeing of children through undertaking tasks or duties related to the post.</p> <p>Regular interaction with parents and school staff.</p>
Working Conditions:	<p>Office and setting based.</p> <p>The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.</p> <p>The post may involve contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.</p>

	<p>The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children and resources.</p>
<p>Characteristics of the post:</p>	<p>The ability to occasionally attend meetings out of hours as required by the Executive Headteacher.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p>The employment checks are required:</p> <p>Evidence of entitlement to work in the U.K.</p> <p>Evidence of essential qualifications – see page 1 of this job specification</p> <p>Two satisfactory references</p> <p>Confirmation of medical fitness for employment</p> <p>Registration with appropriate bodies (where applicable)</p> <p>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</p> <p>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</p>

Person Specification

Title	Pre-School Manager
Accountable to	Executive Headteacher

AF: Application Form

I: Interview

CQ: Certificates/Qualifications

R: Reference

OT: Occupational Task

P: Presentation

Formal qualifications & relevant training	Level 3 qualification in early years childcare or child development	X		AF/C
	Management / supervisory training / experience	X		AF/C
	Safeguarding training	X		AF/C
	Level 4 or 5 qualification in early years management or related subject		X	AF/C
	Paediatric First Aid qualification or willingness to undertake training		X	AF/C
	Food Hygiene qualification / training		X	AF/C
Ability to undertake duties of the post	3 years' experience in a senior role for an early years or relevant setting	X		AF/I/R
	Motivating and leading a team to deliver a high standard	X		AF/I/R
	Successful implementation and working within the EYFS statutory framework	X		AF/I/R
	General Data Protection Regulation awareness		X	AF/I/R
	Promoting / marketing for sustainability		X	AF/I/R
	Experience of s report writing		X	AF/I/R
Includes abilities	Thorough knowledge of EYFS and safeguarding procedures	X		AF/I/OT

	Knowledge of particular health and safety issues relevant to age range	X		AF/I/OT
	Sound understanding of child development and meeting children's needs	X		AF/I/OT
	Experience of working in partnership with parents and stakeholders	X		AF/I/OT
	Creative in designing a programme of engaging activities to enhance learning	X		AF/I/OT
	Ability to effectively organise with constantly changing needs and demands	X		AF/I/OT
	Knowledge of OfSTED expectations and framework	X		AF/I/OT
	General administrative skills and a range of IT skills	X		AF/I/OT
Includes any specific physical requirements of the post (subject to the provisions of the DDA Act)	Ability to participate in physical play and active-based learning	X		AF/I
Issues relating to safeguarding and promoting the welfare of children and young people	Satisfactory DBS disclosure and standard Trust pre-employment checks Ability to work in a way that promotes the safety and well-being of children and young people	X		I/R DBS
	Friendly, patient and enthusiastic in nature	X		AF/I
	Ability to communicate effectively and relate well to children and adults	X		AF/I
	Professional approach	X		AF/I
	Committed to professional development in connection with the post	X		AF/I
	To work in accordance with our core values and behaviours	X		AF/I
	A commitment to equality/diversity in the workplace and the wide community	X		AF/I

	A commitment to safeguarding and promoting welfare for all	X		AF/I
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Next Steps

Further Details

For further information about the post, please contact Pre-School Executive Headteacher Becky Cook on 01924 370 770 or email bcook@watertonacademytrust.org

To Apply

Completed application forms should be returned by email to hr@watertonacademytrust.org by the closing date below.

Applicants are requested to submit a completed application form which can be downloaded from the recruitment page on the trust's website. www.watertonacademytrust.org

Selection Timeline

Closing date: Monday 6th June 2022 at midday

Shortlisting: Monday 6th June 2022 - PM

Interviews: Monday 27th June 2022

Waterton Academy Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this responsibility. The Trust has policies and procedures relating to safeguarding and child protection available on request.

Waterton Academy Trust follows safer recruitment processes which all applicants will be subject to. This includes the interview process containing questions about the safeguarding of children and the disclosure of criminal records and other vetting checks.

An enhanced DBS check is required for the successful candidates, this process is completed by an online third-party company. All successful candidates are required to join the DBS update service with an annual cost of £13.

The position is also subject to two satisfactory references. Shortlisted candidates will be asked to provide details of any unspent convictions and those that would not be filtered, prior to the date of the interview.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on request.

Waterton Academy Trust is wholly committed in ensuring that all employees, future employees and applicants are treated equally regardless of age, disability, gender reassignment, marriage and civil partnership, maternity, race, religion and belief, sex and sexual orientation.