

**the children's house**



**Recruitment Pack**  
**Nursery Manager**

July 2024

Dear applicant,

Many thanks for your interest in the post of Nursery Manager at **the children's house**.

Founded in 2000 and based on many years of experience in early years, the nursery provides outstanding care and education for children aged birth to five and an out of school club for children upto age 11 in Stallingborough, Lincs.

We have worked in early childhood education for over forty years and seen many changes in that time. Policies and priorities come and go but we strive to remain true to our core values. We believe that the period of early childhood is crucial in an individual's development and that warm, nurturing relationships are key to children's wellbeing and their disposition to learn.

We have a team of highly trained and qualified early years professionals – many of whom have trained in the Montessori education philosophy – who work in partnership with families to enable children's holistic development. We are very proud of the difference we make in supporting learning and development, and our team continue to work hard offering fantastic opportunities for young children.

Following ten years in post and twenty years with the organisation, our current nursery manager is moving to pastures new. We are now seeking an inspirational leader to lead a brilliant team and shape the quality of early years practice to secure the best outcomes for young children.

Please find further information in this pack. If you feel you can meet the expectations of this role, please send a CV and covering letter detailing how you meet the person specification and addressing how you would inspire others to give their best for local children.

Please return your CV and cover letter to [thechildrenshousemanager@gmail.com](mailto:thechildrenshousemanager@gmail.com)

**Deadline: Friday 12 July midday**

We look forward to hearing from you.

Kind Regards



Theresa Ellerby MBE  
Director



Sylvia Tiffney MBE  
Director

# the children's house

**The Role** Nursery Manager

**Responsible to** Directors

**Responsible for** Deputy Manager, Keyworkers, Nursery Assistants, Cook

*(This role is ably supported by a full time HR and Business Manager and a part time Administrator)*

**Objective** To embrace and implement the company philosophy of offering the highest quality integrated childcare and early education

**Named Officer:** Safeguarding, Health & Safety, Behaviour Management Co-ordinator, Paediatric First Aider, EYFS Coordinator

**Main Duties** Management responsibility of the children's house

## **Child Related responsibilities**

- Ensure all children are kept safe and that staff are confident in following safeguarding procedures
- Develop a curriculum and effective pedagogy for the children's house in conjunction with other staff and children ensuring high quality planning and assessment practices
- The development and implementation of philosophy of care
- Lead quality, effective practice through supervision, coaching, mentoring and leading practice and provision (at least 20% of time to be room based across 5 days per week)
- Ensure smooth settling in and transition processes for children including onto Primary School
- Assist in promoting equal opportunities throughout the children's house
- Identify those children who have special educational needs and disability, in line with the organisations' SEND policy and implement IEP's in liaison with the SEND Lead Practitioner.

## **Staff Related responsibilities**

- Assist in the recruitment, employment and ongoing development of staff team
- Be responsible for ensuring the nursery remains compliant in respect of suitably trained and vetted staff with relevant qualifications
- Deploy staff effectively to the maintained standards with awareness of costs
- Provide support and direction for the staff team including students
- Ensure staff are motivated as individuals and as team members to provide the best possible service to children, parents and carers.
- Work with the staff team to ensure that the vision and philosophy of the children's house is fulfilled
- Undertake annual performance reviews and regular supervision to monitor practice and develop the staff team
- Facilitate the development of the staff team through in-house and external professional development
- Create a culture of self-evaluation and reflective practice in the nursery
- Lead the Ofsted preparation and inspection process aspiring to secure an 'outstanding' grading
- Lead the implementation of quality improvement programmes



**Parent Related Responsibilities**

- Develop and maintain a partnership with parents/carers and ensure their participation in the children's house
- Work alongside parents/carers of children with special need to achieve full integration within the children's house
- Provide parents with information on a regular basis on their children's development
- Communicate with parents/carers all other relevant information on the children's house to enable their full involvement.

**Organisation responsibilities**

- Work closely with the HR and Business Manager co-leading the nursery
- Setting, implementing and adherence of policies and procedures of the children's house
- Assist in the implementation of administration systems
- Assist in the promotion and marketing of the children's house

**Outside responsibilities**

- Implement and maintain the requirements of Ofsted and EYFS statutory framework
- Liaise with other professionals related to the children's house in children's best interests
- Participate in networking with other professionals for personal and professional development and to promote the work of the nursery
- Assist in the development and maintenance of a real community facility
- Hold regular staff meetings and participate in training outside working hours
- Undertake other duties which may be requested from time to time by the Directors

**Salary** To be discussed at interview.

**Hours** 40 p/w

**Holidays** To be confirmed.

**Staff Benefits**

- Comprehensive Induction
- Commitment to your personal and professional development including the provision of a wide range of in house and external training
- Childcare discount on non-funded hours
- Competitive salary
- Free meals
- Access to a pension scheme
- Unique working environment



## Employee Specification – Nursery Manager

Attributes	Essential	Desirable
<b>Education and Training</b>	<p>Full and relevant level 3 qualification in Early Years</p> <p>Safeguarding Level 1 &amp; 2</p> <p>Safer Recruitment training</p> <p>Paediatric First Aid</p> <p>Food and Hygiene Level 2</p>	<p>Level 6+ Early Years qualification</p> <p>Leadership and management qualification</p>
<b>Relevant Experience</b>	<p>Managerial experience of working in a group early education environment with children aged birth – five, leading high quality practice</p> <p>Experience of managing a staff team effectively including deployment, performance management, annual appraisal and supervision</p>	<p>Experience of undertaking preparation for Ofsted inspection and securing a successful outcome.</p> <p>Leading aspects of provision, e.g. safeguarding, assessment, health and safety, outdoor learning</p>
<b>Knowledge</b>	<p>Good practice in Early years Foundation Stage</p> <p>Knowledge of current practice with children with SEND or additional needs</p>	<p>Experience of curriculum planning</p> <p>Knowledge of current early education entitlement funding</p> <p>Knowledge of sourcing and accessing high quality professional development</p> <p>Monitoring of children with SEND, EYID administration and EHCP initiation</p>



<p><b>Skills and Abilities</b></p>	<p>Ability to manage your own workload and support and inspire a team</p> <p>Ability to respond to children's needs</p> <p>Ability to work closely with other support staff</p> <p>Excellent communicator</p> <p>Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice</p> <p>Identify training needs, develop training plans and evaluate training undertaken by staff</p> <p>Ability to work in partnership with parents/carers communicating effectively</p> <p>Strong IT skills</p> <p>Ability to comprehend, impart and adhere to a strict set of policies and procedures</p> <p>Ability to prioritise workload</p> <p>Able to maintain confidentiality</p> <p>Initiative to support the development of a thriving nursery</p>	<p>Ability to deal with conflict effectively</p> <p>Ability to inspire others in teamworking</p>
<p><b>Other Factors</b></p>	<p>Willingness and commitment to professional development</p> <p>Physically capable of the demands of the post</p> <p>Commitment and energy</p> <p>Flexibility in a developing environment</p> <p>Sense of humour</p>	<p>Flexibility in beginning and end of the day routines</p>





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