



# Nursery Manager Candidate Information Pack Required for September 2022

## 1 Year Fixed Term

Closing date for applications:

Tuesday 30 August 2022

## The Role

The role of the Nursery Manager provides an exciting opportunity for a well-qualified and experienced practitioner to lead the Nursery of Harvington School. The successful candidate will enjoy a considerable degree of autonomy in this task, while reporting to the Head of Pre-Prep at Durston House.

The candidate supports and promotes the policies and procedures held in the Staff Code of Conduct, including the Child Protection Policy and other policies that promote the welfare and care of pupils, the school's Data Protection Policy and the Privacy Notice.

## Responsibilities

### Main Duties as Nursery Manager

- Be accountable to Senior Management in managing both Transition and Nursery and keeping up to date with all matters pertaining to EYFS
- Ensure compliance with EYFS Curriculum, Welfare and Safeguarding elements
- Advise the Head of Pre-Prep at Durston House on matters relating to the Nursery and School Budget
- Ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- Ensure running of a smooth department by supporting and supervising Nursery Assistants and Volunteers
- Support Nursery staff recruitment and training
- Create staff work rosters and delegate duties
- Maintain records of assessment and registers of children on site
- Record observations of children to contribute to a child's end of year profile scores and submit summative assessments to local authority
- Attend twilight sessions of termly Parents Evenings and 'Meet the Teacher' events
- Produce annual reports for parents according to the School's Reporting Policy
- Produce weekly newsletter for Nursery parents
- Arrange and plan trips for younger children within school policies and costings

- Maintain strong partnership and communication with parents to facilitate day-to-day caring and early learning needs

## Person Specification

| Criteria                     | Essential   | Desirable  |
|------------------------------|---|--|
| Education/<br>Qualifications | <ul style="list-style-type: none"> <li>• Minimum Level 3 Early Years Education and Childcare Qualification or equivalent</li> <li>• Post qualification experience in working in early education and childcare or similar environment</li> </ul>   | Leadership or management experience in a childcare setting |
| Skills                       | <ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Good communication skills with young children, parents and staff</li> <li>• Flexibility and able to foresee problems and solve them</li> <li>• Able to work within a team, team-player</li> <li>• Ability to market the EYFS and identify gaps and needs</li> </ul> |  |
| Personal<br>Attributes       | <ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Integrity</li> <li>• Good sense of humour</li> <li>• Hard working and patient</li> <li>• Creative and Innovative</li> <li>• Good working knowledge of EYFS curriculum and its delivery</li> <li>• Ability to initially identify and Special Educational Needs for a child</li> </ul>   |  |
| ICT<br>competence            | Able to use ICT as an everyday tool to assist with running tasks  | Knowledge of major programmes and applications             |

# How to Apply

Harvington Preparatory School & Nursery will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the application form from our website <https://harvingtonschool.com/vacancies/>
2. Your application form should be completed and returned to [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org) by Tuesday 30 August 2022.

We reserve the right to appoint before the closing date for an exceptional candidate.

## Safeguarding Statement

Harvington Preparatory School & Nursery is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.

## Equality, Diversity and Inclusion Statement

Harvington Preparatory School & Nursery is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.



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