



# Nursery Manager/Head of Pre-School Candidate Information Pack Required for Immediate start

## Permanent Contract

Closing date for applications:

Friday 23 September 2022

## The Role

The role of the Nursery Manager/Head of Pre-School provides an exciting opportunity for a well-qualified and experienced practitioner to lead the EYFS section of the school. The successful candidate will have experience in working with children aged 3 and over, while managing both the Transition and Nursery classes.

With the merger of Harvington School with Durston House in September 2023 as a single, co-educational school, the position will be called as the Head of Pre-School, with the responsibility of managing the Nursery alone.

The successful candidate will enjoy a considerable degree of autonomy in this task, while reporting to the Headmaster at Durston House.

## Responsibilities

### Main Duties as Nursery Manager/Head of Pre-School

- Be accountable to Senior Management in managing both Transition and Nursery and keep 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/Qualifications	<ul style="list-style-type: none"> <li>• Level 3 Early Years' Education and Childcare Qualification or equivalent</li> <li>• Experience of working in early years' education and childcare or similar environment</li> </ul>	<ul style="list-style-type: none"> <li>• Level 5 Qualification in Childcare</li> <li>• Leadership or management experience in a childcare setting</li> </ul>
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>• Ability to work within a team</li> <li>• Ability to market the EYFS and identify gaps and needs</li> </ul>	
Personal 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 competence	Able to use ICT as an everyday tool to assist with running tasks	Knowledge of major programmes and applications
CPD	A desire to further one's own continuous professional development.	

# 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 Friday 23 September 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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