



## HOLMWOOD HOUSE SCHOOL



Welcome to Holmwood House Nursery situated in an idyllic woodland location near Great Horkesley. We are extremely lucky to have such a spacious outdoor play area, which includes separate gardens for each room, a paddock and secret garden; allowing us to explore and discover nature at all times of the year.

We welcome children from six months to four years old in three individual rooms, where they are supported and nurtured by a dedicated team of highly experienced staff. The children's interests always take priority and parents are able to engage fully with their child's learning.

We would love you to join us at our wonderful nursery where all staff have a genuine passion for providing each child with the most exciting range of opportunities possible.

Vicki Shreeve and Charlotte Taylor  
**Nursery Managers**

## **Job Description and Person Specification**

<b>Job title:</b>	Part-time Nursery Manager
<b>Reporting to:</b>	Headmaster
<b>Hours:</b>	2.5 days per week, full year (47 weeks)
<b>Start date:</b>	Immediate

### **Person Specification**

- Ideally NVQ Level 4 or equivalent, otherwise NNEB, CACHE Level 3, NVQ Level 3 or equivalent
- Good level of applied literacy and numeracy
- Experience of working in a management capacity in a daycare setting for children aged 0-5 years
- Knowledge of OFSTED standards and experience of inspections
- Knowledge of ISI (Independent Schools Inspectorate) inspections (desirable not essential)
- Knowledge and experience of children with SEND
- Excellent communications skills, both written and verbal
- Knowledge of health and safety legislation
- Achievement orientated with an ability to use own initiative
- Well-organised and ability to work autonomously
- Strong people management skills with the ability to lead and motivate a team
- Commitment to excellence and strong attention to detail
- Willingness to acquire new skills and undertake further training when necessary
- Flexible, resilient and a good sense of humour

### **Job Description**

#### **Support the manager to:**

- Plan and deliver effective daily management of the nursery, in accordance with the School's policies, all relevant legislation, plus local authority and OFSTED/ISI requirements
- Ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs
- Ensure that quality and safety standards are maintained in the nursery at all times
- Assist in the recruitment and overall management of all nursery staff
- Liaise closely with parents / carers to ensure high levels of involvement and customer satisfaction at all times
- Market the nursery to prospective parents
- Identify staff training and developmental needs
- Ensure that the nursery's procedures on child protection are adhered to, liaising with the school's Designated Safeguarding Lead and local social services as required

- Operate the highest level of cleanliness and hygiene within the nursery
- Work with the catering team at the school to ensure the meals provided cater for individual dietary needs
- Responsible for day to day management of the premises and services, liaising with the School Business Manager to ensure essential repairs and maintenance of the building are carried out
- Maintain accurate personal records relating to staff, children and families at the nursery and ensure safe storage in line with data protection legislation
- Ensure that the planning and organisation of a quality education provision is carried out. Develop and implement initiatives that support children ensuring their individual needs are met within the group setting. Ensure individual records of all children's educational and developmental progress are kept
- Build strong parent / carer relationships through day to day liaison, resolving any issues or complaints as they arise
- Develop links and close working relationship with Essex County Council's Early Years Team to ensure the nursery receives all the information and support available
- Develop a good collaborative relationship with the EYFS teachers at the school and with other schools in the local area
- Attend regular meetings with the Headmaster, EYFS Coordinator and School Business Manager
- Maintain a flexible approach to the work of the nursery in response to the needs of children, families and staff.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties from time to time which may be deemed necessary in the interest of the smooth and safe running of the nursery. Any such duties should not, however, substantially change the general character of the post.

### **How to Apply**

If you would like to apply for the position of Part-time Nursery Manager you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

### **Completing an application form**

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

## References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House Nursery is an equal opportunities employer. A copy of the Nursery's equal opportunities policy is available on request.

## Submitting an application

Applications should be submitted via the school's [online application form](#).

Application forms received electronically will be required to be signed by the candidate if they are selected for interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

## Interviews

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

## Conditional offer of appointment

Your employment with the School will be subject to the School being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;

- information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (previously known as the National College for Teaching and Leadership), or any predecessor body, or by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- if you have carried out teaching work overseas, information about whether you have ever been referred to, or are the subject of a sanction issued by, a regulator of the teaching profession in any of those countries in which you have worked which renders you unable or unsuitable to work at the School;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008 which renders you unable or unsuitable to work at the School;
- that you are not disqualified from providing childcare in connection with early or later years provision or from being directly involved in its management pursuant to the Childcare (Disqualification) Regulations 2009;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

### **Disclosure and Barring Service (DBS)**

As the Nursery meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

Holmwood House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact Abigail Wills, Headmaster's PA, on 01206 273827 or email [headmaster@holmwood.house](mailto:headmaster@holmwood.house)