



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 Claire Cutts

**Nursery Managers**

Post Title	<b>Team Leader</b>
Responsible to	Deputy Manager, Nursery Manager
Purpose of Post	To provide high quality childcare for children and their families. To contribute towards the daily operation of the nursery ensuring the highest possible standard of care is provided. To lead a team and assume the Manager's duties in her absence. To cascade good practice throughout the setting.
Line Management Responsibilities	To support all members of the nursery team above and below their own position.

Main Duties / Responsibilities - In addition to those of a Key Practitioner

(A) Within the nursery

- To lead a room within the nursery and set a visible leadership example to staff, children and their families.
- To assist in developing the nursery ethos of creating a welcoming and family friendly environment.
- To be a member of the management team and to contribute to the monitoring, evaluation and development of the nursery.
- To be responsible at all times for high standards of care and education of children in accordance with statutory requirements, Ofsted standards and our nursery policies.
- To ensure the EYFS is promoted and delivered within the setting and the principles are adhered to.
- To ensure effective communication between the nursery staff and all partner organisations.
- To keep a register and up to date record of all staff and children, maintaining correct ratios at all times by ensuring that everybody is signed in.
- To ensure the safety of children, staff and visitors to the nursery.
- To create partnership with parents and to give regular feedback about progress and development.
- To ensure strategies for behaviour management remain consistent, effective and appropriate.
- To attend staff meetings.
- To maintain records detailing accidents, incidents, medication etc.
- To make their respective line manager aware of any important issues / events that have occurred on a daily basis so that they can ensure the manager is always totally informed.

(B) Supervision and Management

- To be responsible for supervision, monitoring, development and appraisal of junior staff and apprentices.
- To have the ability to assess staff performance and provide feedback in an acceptable way to ensure professional development of all staff.
- To identify staff training needs and facilitate training opportunities.
- To manage the work of staff who are appointed for supply work or to provide supervision for students on placement.
- To ensure that all key practitioners are supporting their groups and address any issues of concern promptly.
- To work with the nursery manager and deputy, taking day to day responsibility for the planning of care and education in the nursery.
- To ensure that the nursery provision is clean, safe and welcoming for families and staff.
- To be confident when dealing with staff issues and to be fully aware of disciplinary procedures.
- To ensure daily, weekly and monthly planning is prepared and executed.

(C) Creativity and Innovation

- To have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare.
- To understand and implement policies and procedures (E.g. Health & Safety) in relation to staff, buildings and resources.
- To work towards raising self-esteem of team members.
- To show flexibility and commitment especially when implementing changes.
- To promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.
- To be confident in leading reflection meetings, showing respect and value for the teams' ideas.
- To create an environment that is dynamic and consistently reflects the children's interests.

(D) Contacts and Relationships

- To build and maintain working relationships both internally and externally.

- To build good working relationships at every level by being approachable and friendly whilst communicating effectively and professionally at all times.
- To respect confidentiality of sensitive family information at all times, subject to safeguarding policies and procedures.
- To promote good relationships between ours and any other setting that a child may attend.
- To build relationships with organisations that may be able to visit our setting in a capacity to extend and support the children's learning – E.g.: Dentists / Libraries etc.

(E) Working Environment

- To demonstrate effective time and resource management to meet the planned needs of children and families plus any anticipated demands that might be reasonably foreseen.
- To be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents, staff and children.
- To delegate tasks and responsibilities to other staff in the nursery.
- To complete risk assessments and respond according to findings.
- To support a whistle blowing culture.
- To maintain a well presented environment that reflects the ethos of the nursery.
- To ensure positive staff moral based on effective communication.

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 Qualified Nursery Practitioner 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 the Nursery Manager, on 01206 273827 or email [nurserymanager@holmwood.house](mailto:nurserymanager@holmwood.house)