



NURSERY ROOM LEADER

INFORMATION FOR CANDIDATES

Introduction

Our Little Saints Nursery (a part of St Francis School) is based in a recently purpose built Nursery complex within our fantastic grounds of 17 acres in a brilliant location, on the edge of Pewsey.

We want to work with people who are passionate about caring for children, who are energetic and can help us support the development of our wonderful children from birth to pre-school. Following the Early Years Foundation Stage, it is our aim to allow children to develop into happy, confident individuals through outdoor play, creativity, inspiration and emotional and physical development.

Open from 7.45 am until 6.00 pm Monday to Friday throughout the year (except the week that Father Christmas visits), we are looking for people to work part-time or full-time, Monday to Friday.



The School and Nursery

Founded over 80 years ago in September 1941 by Miss Phyllis Burden, with just four pupils in the Rectory in Pewsey, St Francis School (incorporating Little Saints Nursery) is now a thriving IAPS co-educational day prep school for pupils aged 0 to 13.

In 1984 the School moved out of Pewsey village to Haybrook House (which now houses the Pre-Prep department and Little Saints Nursery), and the neighbouring Travancore House (housing the Prep Department) was acquired in 1990. The current School is situated in 17 acres alongside the Kennet and Avon Canal, in Wiltshire's picturesque Pewsey Vale, six miles south of Marlborough.

A new, purpose built, Nursery building was opened in the grounds of Haybrook House at the start of the Autumn Term 2017, in order to expand Little Saints Nursery to take younger children from babies and extend childcare to 51 weeks a year. The redeveloped Nursery has proved to be a very popular and thriving part of the organisation.

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in 17 acres alongside
the Kennet and Avon
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picturesque Pewsey Vale*

Across the school campus can be found the following facilities: a separate dining room and kitchens in Haybrook Hall (which is also used for music recitals, smaller drama performances and parent meetings); the Hemery Hall sports hall-cum-theatre (used for drama productions, music concerts and assemblies as well as for sport, and in the evenings by the local community for activities



The School and Nursery

The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents'

such as cricket nets, badminton and tennis); an indoor climbing wall in the Hemery Hall; playing fields providing pitches for football, rugby, hockey, cricket, rounders and athletics and ample space for cross country; a woodland area for our Kindling Forest School; and a double tennis/netball court.

Specialist teaching starts in Nursery and Pre-Prep with music, sport and French.

At the School's most recent full ISI inspection, all areas in Years 1 and above were graded as 'Excellent', and EYFS was congratulated on raising the standards significantly to 'Good with Outstanding Features'.

The School's motto 'deus dabit incrementum' has been translated into modern parlance as 'Use your God-given Talents': with our range of facilities and the expertise of the staff, we provide opportunities for children to find and develop their talents, both outside as well as inside the classroom. Children are encouraged, recognised and celebrated in their achievements.

The School is a Charitable Trust (Registration No. 298522 known as the Hayfran Trust) with a Board of Governors, and also a Company limited by guarantee.



Job Description

Our vision

To make a difference to young minds and lives by educating and inspiring children to become confident, considerate and compassionate young people who fulfil their potential, and who make a positive contribution to society.

What we live by

We treat others fairly, while aiming to do our best. We are honest in all we say and do, seeking to forgive and showing tolerance and respect to each other. We are kind and helpful.

Strategy Statement

Continually developing a strong and successful school for a secure and happy future.



Responsible to:

- The Headmaster (Overall responsibility)
- The Nursery Manager

Overview

- To provide high quality, inclusive care and education for the children in the Nursery, in line with the Early Years Foundation Stage Framework.
- To lead, support and motivate the staff team in the room.
- To work effectively with all Nursery staff for the benefit of the children, parents/guardians, staff and School (including Nursery).



Responsibilities

GENERAL DUTIES OF ALL STAFF

This is a permanent full-time role. You will be required to work 40 hours per week over 4 days.

- To share in the corporate responsibility for the pastoral care, welfare and discipline of all pupils at St Francis School (including Little Saints Nursery) with reference to the School's commitment to Child Protection and Safeguarding Policies, including the requirements of Keeping Children Safe in Education.
- To support and promote the VISION of the school to make a positive difference to young minds and lives.
- To embrace fully the MISSION of the School to educate and inspire children to become confident, considerate and compassionate young people who fulfil their potential and who make a positive contribution to society.
- To uphold the core VALUES outlined in the 'St Francis Framework'.
- To promote and fulfil the AIMS of the School.
- To contribute to the development, implementation and evaluation of the School's policies, practices and procedures.
- To ensure that classrooms, corridors and pitches and all other School areas are safe places for all children, reporting any hazards to the appropriate department.
- To support School functions and activities whenever possible, and to take an active part in the extra-curricular life of the School and its pupils.



MAIN DUTIES & RESPONSIBILITIES

- To have an awareness of the requirements of the Nursery as a whole, and to be familiar with the progression and transition between the different rooms.
- To care for and educate the children in your care ensuring observations, assessments and appropriate planning is being completed and implemented regularly and effectively by you and your team and where appropriate, in collaboration with the Nursery Manager.
- To ensure children's next steps are created, supported and evidenced through effective planning, observation and assessment by you and your team, meeting the individual physical, emotional, social, intellectual and development needs of the children.
- To ensure the children and your team have access to a clean, hygienic, safe and stimulating environment.
- To provide a range of suitable and attractive equipment, activities, displays and experiences (both indoors and outdoors) to meet the developmental needs of the children which encourages independence, self-motivation and eagerness to learn.
- To work in partnership with the parents/carers of the children in your care and to encourage their involvement in the aims of the Nursery and in all aspects of their children's care.
- To lead specific members of the Nursery team in responding to the Nursery Development Plan and to work as an effective member of teams including the Room team and the Nursery Room Leader's team.
- To maintain written records as required including safeguarding reports via the relevant reporting system.
- To identify and undertake CPD opportunities to further enhance your professional expertise and to attend relevant training as required.
- To attend relevant meetings as required.
- To work as a Key Person and to be responsible for a group of key children.
- To help children with feeding, changing clothes and toileting.
- To provide comfort and warmth to a poorly child.
- To ensure that mealtimes are a time of pleasant, social sharing.
- To report and record as necessary, any signs of illness, neglect or apparently non-accidental injury.
- To ensure that each child is collected in accordance with collection procedures.
- To be flexible with regard to working in different area of the Nursery, as and when required and being prepared to help wherever needed.
- To have an awareness of the requirements of the Nursery as a whole, and to be familiar with the progression and transition between the different rooms.
- When appropriate, to provide support to unqualified team members and students who are pursuing a childcare qualification.

GENERAL DUTIES & RESPONSIBILITIES

- To work within the Policies and Procedures of Little Saints Nursery
- To work within the Health and Safety Policy and Procedures of Little Saints Nursery.
- To work in a manner consistent with the Inclusion and Diversity Policy and Procedures of Little Saints Nursery.
- To work in a manner consistent with the Safeguarding Children and Young People Policy and Procedures of Little Saints Nursery.
- To undertake any other duties which may be required by the Nursery Deputy Manager, Nursery Manager or Headmaster
- To be familiar with the EYFS Statutory Guidance, Ofsted and ISI Guidelines and recommendations of good practice and to assist in their implementation



Job Description

The successful candidate will have had experience of working in a day care environment as an Early Years Practitioner and will hold a recognised Level 3 childcare qualification, such as NNEB, DCE, NVQ Level 3 or equivalent. You will be able to provide evidence of recent professional development. Our Nursery provides care for children from the age of 6 weeks, so experience of working with under twos would be desirable together with previous management experience in a Nursery as a Deputy Room Leader or above.

Skills

ESSENTIAL

- Excellent communication skills, both oral and written with the ability to interact well with children and with adults.
- Strong planning skills with the ability to deliver planned activities.
- A sound level of ICT competence (including Google Mail) to undertake a range of administrative tasks and to use IT positively in the classroom.
- Strong administrative skills to enable the maintenance of accurate and detailed records on children's development as a key person and also to supervise the records of the room team.



Knowledge

ESSENTIAL

- An understanding of and commitment to inclusion and diversity.
- An understanding of child development and behaviour and the ability to set appropriate limits for children.
- An understanding of the range and types of activities and experiences children need to help them progress and develop.
- An understanding of the relevant curriculum framework; the importance of working closely with parents; Health and Safety issues and how to keep children safe.
- An understanding of the General Data Protection Regulations and how to maintain confidentiality.
- We would also like you to hold a paediatric first aid qualification although training will be provided if required.

We expect that you will be able to provide warm and consistent care for children and be able to use initiative, and to show flexibility, reliability and enthusiasm. You will be an effective leader of a team and a productive team member with a personal commitment to on-going personal development.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



Remuneration

We offer the successful candidate an attractive package including 6.6 weeks paid annual leave per year (including bank holidays). You will be part of a pension scheme and will receive a free lunch, free parking, contractual sick pay and an annual salary of **£23,504.00** per annum.

We currently offer a fee remission on Nursery and School fees of 25% and 50% respectively for any eligible child. Please contact the HR Manager (thomasj@stfpewsey.co.uk or telephone 01672 563228) if you require further information.

Application Process

All applications must be received on the official St Francis School application form which can be found at: www.stfpewsey.co.uk/prep-day-school-marlborough-wiltshire/work-with-us or by emailing thomasj@stfpewsey.co.uk

All application documents should be emailed to: thomasj@stfpewsey.co.uk or posted to Mrs Julie Thomas, St Francis School, Marlborough Rd, Pewsey, SN9 5NT

St Francis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Recruitment Timeline

The closing date for applications is midday **Thursday 30th November 2023**. The vacancy may close as soon as sufficient suitable applications have been received so early applications are encouraged.



ST FRANCIS
SCHOOL

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