



NEWHALL

PRIMARY ACADEMY AND NURSERY

Newhall Primary Academy and Nursery | Roundhouse Way | Harlow | Essex | CM17 9SF

Tel: 01279 215480 | Email: office@newhallacademy.org

Website: www.newhallacademy.org | Twitter: @newhallacademy

Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH

Nursery Manager: Ms Maria Sorce BA (Hons) EYT, NNEB

Thursday 25th October 2018

Level 3 Early Years Practitioner Baby Room Leader

Dear Applicant,

I am delighted that you have expressed interest in the post of Early Years Practitioner with responsibility for leading the Baby Room at our new academy and nursery.

Overview

Would you like to be involved in the set up of a new nursery?

Are you someone who is dedicated to delivering excellent standards of care and education?

Would you like to be part of setting up a new 56 place setting for children aged 6 months to 5 years?

If so, we'd like to meet you!

At Newhall Primary Academy and Nursery, we are looking for an exceptional Early Years Practitioner to work with our Nursery Manager, Early Years Phase Leader and other EYFS staff to help set up the Baby Room in our Nursery from scratch. We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!



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Company number 08452281

Registered office Address: Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13

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| Post Title: | Early Years Practitioner with responsibility for leading the Baby Room |
| Contract type: | Permanent |
| Location: | Newhall Primary Academy and Nursery |
| Working hours: | Full-Time, 52 weeks per year with holiday entitlement |
| Start date: | 2 nd January 2019 |
| Salary: | Essex LGS Point 14-18 (£17,681 - £18,870) plus OFA £597 pro rata |

About us

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, with the capacity for 420 children. The Primary Academy currently has 45 children on roll. It will grow year-on-year until it reaches full capacity. The Nursery has capacity for 56 children and is open all year round from 7.30am until 6pm. It offers both funded and private day care places.

The Academy and Nursery opened in September 2018 with 15 permanent staff and we are now seeking additional staff to join us and be part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and Nursery from scratch takes vision, dedication and hard-work, but being part of that exciting and rare journey is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

About the role

As one of the first members of staff to be appointed to Newhall Primary Academy and Nursery, you will help shape its future direction. You will work alongside our Nursery Manager, EYFS Leader and other EYFS staff to help create an exciting and vibrant Early Years, where all children thrive.

You will be based in the purpose built Nursery building, in our Baby Room which opens in January 2019. You will be responsible for the day to day running of the room and work in partnership with other Early Years Practitioners. You will be line managed by an experienced Nursery Manager and be part of the wider Academy and Nursery Early Years Team.

What we're looking for:

We are looking for someone who is passionate about working in childcare, has previous experience in a day care setting and knowledge of the current Early Years Framework. You must have recent experience of working with 6 month to 2 year olds, and be able to show evidence of this. If you are hard-working and thrive on a challenge, have a good standard of both spoken and written English, then we would like to hear from you.

The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.



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- Excellent inter-personal experience as an effective good and outstanding Early Years Practitioner.
- Excellent communication skills and a good sense of humour
- Good organisational skills
- Creativity which drives all aspects of care and education

In return we can offer:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Coaching and mentoring from the academy's Senior Leadership Team.
- Fantastic trust-wide CPD opportunities

Vast opportunities for career progression

How to apply

We hope you will take the time to find out more about our new academy and nursery and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact the Newhall Primary Academy and Nursery Office at office@newhallacademy.org or telephone 01279 215480.

Completed applications should be sent via e-mail to office@newhallacademy.org by Friday 16th November 2018 at midday.

Short-listed candidates will be invited for interviews in the week commencing 26th November 2018. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.
- When e-mailing your application, please ensure it is marked 'Confidential'.



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Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



Mrs Debbie Gayler
Headteacher