



Newhall Primary Academy and Nursery

Nursery Manager

Application Pack

Location:

Newhall Primary Academy and Nursery, Roundhouse Way, Newhall, Harlow, CM17 9SF

Job Title	Nursery Manager
Qualifications	Appropriate Level 3 or above in childcare
Pay Scale/Grade:	Level 9-28 (£25481 - £32234 per annum plus outer fringe allowance of £626 per annum)
Reports to:	Headteacher and EYFS Leader
Responsible for:	EYFS Nursery Staff
Liaison with:	EYFS Staff, EYFS Leader, Headteacher, School Business Manager, SENCo, Pupils, Parents/Carers, Staff in other settings

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Letter from Sir Steve Lancashire, Chief Executive, REACH2 Academy Trust

Dear Candidate,

Thank you for your interest in this role within the REACH2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REACH2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REACH2 Academy Trust



The application process and timetable

You are invited to submit an application form, which is available together with this document.

Closing date for applications: MONDAY 9th August 2021

Shortlisting: Monday 9th August – successful candidates will be contacted via email by 6.30pm

Interviews: Thursday 12th and/or Friday 13th August

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the online [Equality and Diversity Monitoring Form](#) separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact the headteacher, Charmaine Ward at head@newhallacademy.org

Completed application forms should be sent to:

The Headteacher, Charmaine Ward head@newhallacademy.org



Background on REAch2

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, in time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. This underpins our approach to school improvement – including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.



Our cornerstones and touchstones

REACH2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

What gives each REACH2 Academy its uniqueness are the touchstones of the Trust: seven principles which make our Academies distinctive. Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

The touchstones are:

- **Learning:** children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership:** we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the “possible” in people as well as the “actual”.
- **Enjoyment:** children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging will release in children their natural curiosity, fun and determination.
- **Inspiration:** inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.
- **Inclusion:** we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.



- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.
- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REACH2 schools, at our website: www.reach2.org

Job Description

REACH2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be requested where required.

Responsible to	Headteacher / Senior Leadership / Reach2 Trust
Purpose of post	<ul style="list-style-type: none"> ☐ Ensuring a high standard of physical, personal, emotional, social and intellectual education and care for all children in the nursery ☐ To ensure all children are safeguarded and their welfare and safety is promoted ☐ Supervision of and support to the team members within the nursery, thereby implementing high standards of quality practices ☐ The day-to-day management of the nursery including quality improvement, marketing and administration.
Key areas	<ul style="list-style-type: none"> ☐ High standards of care and early learning of all children ☐ Team building and staff management ☐ Marketing and business development.
Main duties	<ul style="list-style-type: none"> ☐ To promote the aims and objectives of the nursery ☐ To promote the high standards of the nursery at all times to parents, staff and visitors ☐ To ensure the provision of high standards of physical, personal, social and emotional care ☐ To spearhead the nursery safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same

	<ul style="list-style-type: none"> ☐ To understand the requirements under the Prevent Duty and ensure it is incorporated into the setting. Make sure staff are made aware of this and any action that is required is taken promptly ☐ To lead a team of professional workers and to ensure good practice at all times ☐ To plan and organise staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with Ofsted ☐ To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures ☐ To adhere to, and support all team members to understand and follow, the legal requirements of the Early Years Foundation Stage ☐ To follow and support staff to understand and implement the Early Years Foundation Stage ☐ To follow all relevant Acts including the Equality Act 2010, the Data Protection Act 2018 and the General Data Protection Regulation (regulation (EU) 2016/ 679) (GDPR) that relate to staff employment and record keeping ☐ To be responsible for all nursery staff, cooks, cleaners, students and voluntary workers. Supervising and supporting all members of the nursery team in their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline ☐ Ensuring that all staff have an up-to-date enhanced Disclosure and Barring Service (DBS) checks ☐ Supporting all team members to work in partnership with parents/carers and other family members ☐ Liaising with Ofsted and other professional bodies associated with the nursery ☐ Overseeing the efficient upkeep and maintenance of the building and grounds, stock of equipment, furnishings and fittings ☐ Being responsible for all administrative duties associated with the management of the facility, e.g. maintaining records on the children and their families, ordering equipment, maintaining an inventory, keeping personnel records ☐ Co-ordinating with appropriate agencies regarding trainee placements and supervising accordingly
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	<ul style="list-style-type: none"> ☐ Co-ordinating and chairing staff meetings as appropriate including agendas and minutes ☐ Establishing and maintaining effective communications links with other agencies ☐ Marketing and advertising the nursery as necessary to ensure the nursery runs to its full capacity ☐ To instigate the development and implementation of systems to monitor and record child development ☐ To be responsible for the overall health and safety standards within the nursery and ensuring staff compliance and awareness, including training where appropriate ☐ To oversee that the agreed high standards of hygiene and cleanliness are maintained at all times ☐ To ensure the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history ☐ To provide all team members with the support and resources required for the early identification and intervention for children with possible special needs ☐ To report back to the headteacher/senior leadership as required with information relating to finance, quality of the provision and anything else deemed necessary ☐ To undertake such other duties and responsibilities of an equivalent nature as may be determined from time-to-time by the headteacher or senior leadership
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These duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the post holder is expected to perform and complete the particular duties as set out above.

Person Specification

When completing your application form you should ensure that you address the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Appropriate Level 3 or above childcare qualifications • Experience of a leadership role in a childcare setting • Experience and knowledge of working with children up to 5 years old of age • Understanding and application of the highest safeguarding principles • Understanding of Ofsted standards, the EYFS and learning outcomes
<p>Responsible for:</p>	<ul style="list-style-type: none"> • Working alongside the Early Years Phase Leader to ensure the nursery setting is providing outstanding care and education for the children. • Managing the budget and business side of running the nursery, with support from the Primary Academy and Nursery Senior Leadership Team and the REAch2 Regional Team. • Supporting the families and children by ensuring there is clear communication between nursery and home. • Sharing ideas, challenges and encouraging best practice within the setting. • The Nursery Manager will be invited to attend relevant Senior Leadership Team meetings from time to time
<p>Abilities and Skills</p>	<ul style="list-style-type: none"> • Passion to work with children aged 0-5 years • Able to develop relationships with a wide range of people • Able to prioritise appropriately • Able to make an effective contribution to a team • Able to motivate and set examples to others • Willing to understand and work within set budgets • Administrative/IT skills including Word/Excel • Experience in marketing, publicity and communications • Driving Licence

<p>Personal qualities</p>	<ul style="list-style-type: none"> • Well-developed interpersonal skills and the ability to develop and maintain good relationships with staff, parents, and children • personal and professional integrity • ability to work under pressure while maintaining a cheerful disposition • excellent organisational skills • flexible attitude towards responsibilities in the nursery
<p>Management skills</p>	<ul style="list-style-type: none"> • Awareness of the process of inspections of EYFS for monitoring and evaluating the quality of a setting • knowledge and experience of identifying and ordering equipment/resources and being a budget holder • To be able to monitor, evaluate, lead and develop • an understanding of the role of governors in a school/academy • experience in leading meetings • experience of managing, supporting and developing adults within the setting
<p>Other qualities</p>	<ul style="list-style-type: none"> • commitment to the success of the nursery • a willingness to contribute to areas of Academy and Nursery life. • strong commitment to the importance of the Academy and Nursery as part of the community. • a strong belief in the importance of the development of the emotional, cultural/spiritual/sporting interests of the child • a sense of balance - with a life outside of work • sense of humour!

Note to applicants:

Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.