



## **The Froebelian School & First Steps Nursery at Froebelian**

### **Nursery Manager – Application Process**

The Froebelian School, Horsforth is seeking to appoint a well-qualified and experienced Nursery Manager for its day nursery, First Steps at Froebelian. First Steps is a private day nursery just a few minutes' walk from the School which provides Ofsted-rated 'Outstanding' childcare provision for children aged 3 months to 5 years. The setting offers 50 full-time equivalent places and is open from 7.30am to 6.00pm Monday to Friday, 51 weeks of the year.

The successful candidate will have a proven track record in a leadership or management position in a nursery setting. The following information should be considered alongside the Job Description and Person Specification by any candidate wishing to apply for the position of Nursery Manager at First Steps at Froebelian.

#### **Decisions and Discretion**

- The Nursery Manager will work closely with the Headteacher and other members of the Senior Leadership Team. Information and guidance will be readily available; however, the Nursery Manager will be expected to work autonomously in relation to the day to day management of Nursery.
- The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children, families and staff.
- The Nursery Manager will be expected to make recommendations and proposals to the School Council (governing board) about service developments and changes. Decisions about substantive changes to the Nursery will be made by the School Council in consultation with the Nursery Manager and the Headteacher.
- Decisions made by the Nursery Manager will directly impact on the day to day quality, availability and flexibility of provision for children and families.
- The Nursery Manager will exercise discretion about which families may receive a service (in line with the Admissions Policy and availability of places), but is expected to liaise with the School to ensure that its Admissions Policy is not being compromised for children wishing to enter the School's Nursery class.

#### **Contacts and Relationships**

The Nursery Manager will be expected to build good working relationships at every level. Working in partnership with parents and families is highly valued and the Nursery Manager must be approachable, friendly and able to communicate effectively at all times.

Working relationships will include the following:

- Headteacher
- The School Council (Board of Governors)
- All staff employed at First Steps
- Children
- OFSTED
- Parents and families
- Staff from a wide range of other agencies and settings including the Social Services, Primary Care Trust,

NHS Trust, Occupational Therapists, Health Visitors and a range of voluntary /private sector organisations and day care providers.

At all times the Nursery Manager will be expected to respect the confidentiality of sensitive family information (subject to the Safeguarding and Child Protection policies and procedures).

## **Work Environment**

### **a) Work Demands**

The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen.

The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff.

The Nursery Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager and other staff in the Nursery.

### **b) Physical Demands**

The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.

### **c) Working Conditions**

The Nursery Manager is mainly office/Nursery based, but will be expected to attend meetings and training in other places.

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

The post holder must carry out their duties with full regard to the setting's Health and Safety procedures and Equal Opportunities Policy.

## **TERMS AND CONDITIONS**

Salary:            Dependent on experience

Hours:             Full time

## **STAFF WELL-BEING**

The Froebelian School and First Steps Nursery enjoy a small close-knit community of staff; colleagues get on well with each other and the atmosphere is warm and supportive. New members of staff are given a mentor on arrival and the Deputy Head oversees the induction process. There is a Performance Review Cycle which includes an opportunity to meet with a member of the Senior Leadership Team.

## **BENEFITS**

- Holidays: Negotiable
- Access to an auto-enrolment scheme pension.
- Access to child-care vouchers/tax-free childcare.

## **APPLICATION PROCESS**

The Froebelian School is committed to safeguarding and promoting the welfare of children and all staff are expected to fulfil their safeguarding responsibilities in accordance with our published policies and procedures. This role involves regulated activity with children and candidates will be expected to hold, or be willing to undertake, an enhanced DBS disclosure and full safeguarding checks as well as provide satisfactory references. The Froebelian School is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.

If you wish to apply for the role, please complete the School's standard application form. You may include a covering letter of no more than two sides of A4. A curriculum vitae will not be accepted in lieu of an application form. The names of two professional referees will be required. Please send the completed application form to Ms Hannah Borkala, Head's PA, at [office@froebelian.co.uk](mailto:office@froebelian.co.uk) or by post to the school address.

Short-listed candidates will be contacted with a view to attending an interview. You will be required to complete a Self-declaration Disclosure. Once confirmed, referees will be contacted to provide a reference. On the interview day, candidates will have a tour of the School and Nursery, be asked to spend some time in the Nursery rooms with the staff and children and undertake a presentation and interview with a panel consisting of members of the School Council and Senior Leadership Team.

This job description does not define in detail all responsibilities of the post-holder and the responsibilities/activities in the job description 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 in which the Nursery Manager is expected and required to perform and complete the particular duties as set out above.