



Little Lambs

NURSERY

Candidate Information

Nursery Manager



# Little Lambs Nursery



## About Little Lambs Nursery

At Little Lambs Nursery we provide a happy, warm, stimulating and secure learning environment for our children. Our Nursery staff aim to meet the individual needs of our children, giving them the social skills and confidence they need in their formative years and providing them with a sound platform for transition into school life.

Our rapidly expanding and outstanding Little Lambs Nursery facility has extended its hours from term-time only to all year round. We offer both full-day and half-day sessions for children from two to four years of age. Our parents have the choice to sign up for term-time only hours or for the year. The Nursery does close briefly between Christmas and New Year.

The Nursery operates with an ethos of learning through play which encourages children to combine both structured learning experiences and their natural inclination to play, explore and question, to develop into young boys and girls, ready for the challenges that growing up will bring.

On opening the door, every child receives a warm individual welcome from our happy, friendly team, which we believe creates an enthusiasm for the day ahead.

Topics and activities change according to the time of year, but a daily routine of learning from the Early Years framework consisting of seven areas of learning: Personal, Social and Emotional Development; Physical Development; Communication and Language; Literacy; Mathematics; Understanding the World; and Expressive Arts and Design.

We are lucky enough to have our very own Forest School on-site where children can immerse themselves in our natural surroundings and exercise their imaginations. Our extensive gardens and grounds provide endless opportunities for activities outside in the fresh air and we have ample outdoor toys for the Nursery children to enjoy, including sandpits, water-play equipment and adventure playground.

## Nursery Manager Required

Reporting to the Head of Pre-Prep, the Nursery Manager oversees the day-to-day running of the Nursery, including developing the pastoral provision, professional development of staff, pupil progress and policies. The Nursery Manager will support the Head of Pre-Prep in providing strategic leadership in line with the Prep School Development Plans, ensuring that the statutory requirements are met for the EYFS.

The Nursery Manager works a 40 hour week Monday to Friday throughout the year.

The annual holiday entitlement is five weeks, in addition to Public Holidays. The salary is circa £29,000 per annum.

This post would suit someone with previous nursery manager experience or as a first appointment having been a senior practitioner or room leader.

## Person Specification

- Hold or be working towards a relevant Level 5 Childcare qualification (NVQ5, EYTS, QTS, B.ed or above).
- Have a minimum of 3 years' experience within a childcare setting.
- Great passion for child development and a good working knowledge of the EYFS 0-5 years.
- Experience of working in a management or supervisory role, mentoring and leading staff.
- Excellent knowledge of the EYFS and Ofsted statutory guidance.
- Knowledge of child protection and safeguarding.
- Knowledge and proven practical experience of implementing good quality learning opportunities.
- Ability to deliver a high standard of childcare.
- Excellent communication and interpersonal skills to work productively with pupils, colleagues, parents and outside agencies.
- Excellent planning, organising and time management skills.
- A fantastic understanding for how a Nursery works.
- Excellent communication skills and able to work effectively in a team.

## Responsibilities and Main Tasks

- Make a positive contribution to the leadership and management of the School, leading by example and attending regular meetings.
- Oversee the day to day running of the Nursery, working in collaboration with other members of the team and the Head of Pre-Prep.
- Play a key role in the strategic planning of the Nursery and the implementation of School Development Plans.
- Identify priorities, to set targets and to ensure the implementation of key actions as part of the fulfilment of the Nursery's development plan.
- Contribute to the arrangements for staff supervision and appraisal and to the safe recruitment of new Nursery staff.
- Organise, support and lead staff to work collaboratively, maintaining high professional standards.
- Support the Head of Pre-Prep in preparations for Governance reports and ISI Inspection.
- Support the Head of Pre-Prep in designing and leading staff CPD based on needs identified through staff observation, appraisal and wider developments in pedagogy.
- Ensure that the quality of care throughout the Nursery is outstanding through efficient structures, systems and recording systems.
- Organise rotas for staff and pupils, overseeing arrangements for pupil sessions and staff working patterns, including annual leave, ensuring sufficient staff:pupil ratios.
- Ensure that statutory policies relating to the Nursery are regularly reviewed, updated and implemented effectively.
- Monitor and track pupils progress and oversee reporting to parents.
- Communicate effectively and regularly with parents and carers.
- Work closely with the School's Head of Learning Support to support pupils' needs.
- Monitor, evaluate and review classroom practice and pupils' progress; celebrate excellence; advise and update the Head of Pre-Prep on progress throughout the phases, identifying areas for improvement.
- Liaise with the Head of Pre-Prep on the successful management of the transition between each year group and phase.
- Participate in the Nursery staff cover as required.

- Support the Designated Safeguarding Lead as a Deputy Designated Safeguarding Lead with specific responsibility for the Nursery.
- Support the Head of Pre-Prep in ensuring that Nursery provision meets regulatory requirements.
- Ensure the observance of a safe working environment, safe storage and accessibility of equipment and materials.

## Marketing, Admissions and Finance

- Contribute to the promotion and marketing of the Nursery.
- Liaise closely with the marketing and admissions team to promote Nursery events.
- Work closely with the Head of Pre-Prep and Admissions Team to support the recruitment and induction of new pupils into the Nursery, as well as onward transition for leavers.
- Oversee the induction of new pupils into the School's systems, such as Family.
- Liaise with the finance team on matters relating to billing, EYFS funding etc.
- Liaise with the Head of Pre-Prep, organise and manage the Nursery budget and resources to ensure the efficient and effective use of all resources, maintaining a stimulating environment across the Nursery.

## Professional Responsibilities

- Safeguard and promote the welfare of all pupils at SVPS.
- Take responsibility for improving professional practice by engaging in independent professional development alongside the School's formal professional development programme.
- Complete any mandatory training related to their job or required to fulfil the School's statutory or regulatory obligations.
- Proactively explore developments and innovations in pedagogy and subject knowledge.
- Demonstrate consistently high standards of personal and professional conduct developing and maintaining effective and positive relationships with colleagues across the School.
- Establish professional and effective communication with parents.
- Ensure the safety and wellbeing of the pupils is encouraged through a nurturing environment.

## Application Process

To apply, complete the [application and monitoring form](#) and email it with a covering letter to [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk) or post it for the attention of the Assistant Bursar, Sutton Valence School, North Street, Sutton Valence, Maidstone, ME17 3HL.

Covering letters should state what particular skills and attributes you can bring to Little Lambs Nursery, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Any offer of appointment will be subject to satisfactory references, the completion of a successful medical questionnaire and a criminal record check via the Disclosure and Barring Service. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

Further information about Little Lambs Nursery can be found on our [website](#).

Further details can be found on the School [vacancies](#) page website.

### **Closing date for applications: Thursday 19th May 2022**

Little Lambs Nursery (as part of Sutton Valence School) is an equal opportunities employer.

## Our Ethos and Values

A community where each cares for all and individuality is cherished.

The Nursery's greatest strength is the sense of community that exists. This is as a result of the relationships we foster between staff, pupils and their families.

By maintaining this triangle of communication between the Nursery, the pupil and the parents, we are, collectively, able to achieve so much more for the children and to support them in realising, or even exceeding, their potential.

## Our Vision

To enable the young people in our Nursery to develop important social, personal and academic skills through play with their peers and interaction with our well-qualified staff.

Through membership of our community and the opportunities that the Nursery provides, our children will develop into confident and caring young people, who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.



### Pension

The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join a defined contribution (DC) scheme, and currently offer two levels contribution. With Option One, the employee contributes five per cent of their salary, and the School contributes three per cent. With Option Two, the employee contributes seven per cent and the School contributes 14 per cent.

### Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month, however, the School Governors have agreed to pay up to 80% of contributions based upon length of service.



### Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite as well as a large sports hall available for a multitude of sports.

### Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65% for full-time staff, and pro rata for part-time staff.



### Free School Meals

All staff are provided with lunch during termtime.



## More about Sutton Valence School

Sutton Valence School consists of Little Lambs Nursery, Sutton Valence Preparatory School (SVPS) and Sutton Valence School (SVS).

Little Lambs Nursery is located on the same site as Sutton Valence Preparatory School, in the village of Chart Sutton.

SVPS currently has 285 pupils between the ages of 2 and 11. The School is a member of the Independent Association of Prep School (IAPS). Typically, there are two classes per year group from Reception onwards. The majority of pupils proceed to SVS or local grammar schools.

SVPS provide opportunities for children to develop and flourish in each of the four areas that SVPS holds dear: Academic, Enrichment, Community and Leadership and Service. At the same time, the School is acutely aware that childhood is something to be treasured and children are encouraged to enjoy the many magic moments that are a part of daily life at SVPS.

SVS is an independent, HMC co-educational day and boarding school, and is located in the neighbouring village of Sutton Valence. The roll at SVS is currently 540 pupils between the ages of 11 and 18 of which 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables SVS pupils benefit from the close guidance and individual attention of teachers. The academic staff are all highly qualified subject specialists. Contained within the 100-acre site there are excellent games pitches, a superb all-weather playing surface and a sports centre that contains a state of the art fitness suite. The School has a fine musical tradition and a flourishing drama department.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

Much factual information about the School can be gleaned from its literature and website, from directories and league tables, but none of these quite conveys the sense of purpose, optimism and inclusion, which exists among the staff and pupils.



**Sutton Valence Preparatory School**

Church Street

Chart Sutton

ME17 3RF

[www.svs.org.uk](http://www.svs.org.uk)

01622 842117

A member of the United Westminster and Grey Coat Foundation. Registered Charity No 1181012.