



Candidate Information

Assistant Nursery Manager

September 2023



Little Lambs Nursery



About Little Lambs Nursery

Our rapidly expanding and outstanding Little Lambs Nursery is where many children begin their journey with SVPS. Little Lambs provides a happy, warm, stimulating and secure learning environment for our children. From the moment children come in the door, every child receives a warm individual welcome from our friendly team, which we believe creates an enthusiasm for learning and for each day ahead.

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.

Our staff aim to meet the individual needs of our children, giving them the social skills and confidence they need in these formative years and providing them with a sound platform for transition into school life, be that in Pre-Prep or elsewhere.

Little Lambs Nursery operates all year round, with some children only attending during School term time. We offer both full-day and half-day sessions for children from two to four years of age. The Nursery does close briefly between Christmas and New Year to allow families to be together.

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 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 a mud kitchen amongst many other spaces to explore.



Assistant Nursery Manager

Reporting to the Nursery Manager, the Assistant Manager will assist in overseeing the day-to-day running of the Nursery, including developing the pastoral provision, assessing individual progress, professional development of staff, and developing and implementing policies.

The Assistant Nursery Manager works a 40 hour week Monday to Friday throughout the year. The Nursery is open from 7.30am to 6.00pm. The Assistant Manager will work flexibly with the Manager to ensure all hours are covered.

The annual holiday entitlement is five weeks, in addition to Public Holidays. The salary is circa £27,000 per annum. Holidays are to be taken during School term times.

This post would suit someone who has been a senior practitioner or room leader. There will be lots of opportunities for CPD in all areas of managing a Nursery.

Person Specification

- Hold minimum Level 3 Childcare qualification or above;
- Have a minimum of 3 years' experience within a childcare setting;
- Have a great passion for child development and learning and ability to deliver a high standard of childcare;
- Experience of working in a supervisory or team leading role and as a Room Leader, Senior Practitioner and / or keyworker;
- Good knowledge of the EYFS statutory framework and compliance matters, with Ofsted experience helpful but not essential;
- Good knowledge of child protection and safeguarding;
- Knowledge and proven practical experience of implementing good quality learning opportunities;
- Excellent communication and interpersonal skills;
- Excellent planning, organising and time management skills, with experience in managing Early Years funding and staffing ratios.

The Post

Responsibilities

To work with the Head of Pre-Prep and Nursery Manager in the smooth running of the Nursery, delivering a flexible, high quality education and care to meet the needs of the children and their families; take responsibility for managing the team in the absence of the Manager.

Main Tasks

- Provide an environment that showcases the Vision and Ethos of the School;
- Attend to the needs of the children at the Nursery whilst they are in our care ensuring that they are safe, happy and stimulated to enable them to enjoy their time at Nursery and are ready to learn;
- Promote the work and image of the School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to children, parents, members of the public and wider School community;
- Complete registration and sessional booking in conjunction with the Admissions team, Bursary team and Head of Pre-Prep and Nursery as required;
- Meet regularly with the Nursery Manager to discuss admissions, staff training, general day-to-day running, plan activities and monitor Family under the umbrella of the EYFS Framework;
- Promote positive images for all children in the Nursery's care by introducing appropriate activities to encourage equity and to celebrate diversity;
- Be familiar with the aims and standards for learning in use at the Nursery (The Early Years Foundation Stage) with an understanding of the role of children's play in their physical, intellectual and emotional development;
- Comply with all School's policies and procedures, including child protection and positive handling, and be aware of the appropriate response needed in this area;

- To provide input to Nursery planning and to carry out and evaluate activities for the children in accordance with the curriculum and communicate these to colleagues;
- Work as a Room Leader and a Keyworker within the Nursery;
- Monitor, assess, record and report on children's development and progress to the Manager and or parents and plan and direct observations to be made by staff using Family;
- In conjunction with the Manager, plan and mentor staff training and professional development and have a commitment to training which should be seen as an integral part of the job;
- Support with the provision of food and beverages to a high standard;
- Together with the Nursery Manager, share the role of DSL and undertake training to be able to perform this role effectively and advise other DSL's as appropriate of any safeguarding concerns over children and liaise with external agencies when necessary;
- Ensure the safety and security of children in the Nursery and staff on duty whilst in School premises;
- Have a knowledge of health and safety procedures and ensure up to date risk assessments are in place;
- Carry out ongoing cleaning of the Nursery equipment and ensure the Nursery is tidy, safe, clean and secure for children, staff, parents/carers and visitors, reporting any issues in a timely manner;
- Assist with staffing arrangements for all sessions to comply with statutory ratio requirements and produce correct data on hours worked, holidays taken and any absence for the Bursary and highlight issues or concerns to the Nursery Manager;
- Supervise and support other staff members in their duties including personal care and other associated welfare duties;
- Hold a current paediatric first aid certificate and food hygiene certificate, complete all mandatory training and be responsible for their updating.





Application Process

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

Candidates will only be considered, in the absence of good reason, if a fully completed application form has been submitted; CVs will not be accepted in substitution. Accompanying letters of application should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

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.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply for jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Please note: we reserve the right to appoint prior to the closing date.

Sutton Valence School is an equal opportunities employer.

Benefits to Working at SVS

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 of 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 fourteen per cent.

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 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

School Meals

All staff are provided with excellent lunches with no charge.



Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have accessible parking bays.

Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

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.

Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost

Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.

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 292 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 584 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. There is no substitute for a visit!





Sutton Valence Preparatory School

Church Road

Chart Sutton

ME17 3RF

www.svs.org.uk

A member of The United Westminster and Grey Coat Foundation.
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