



**ST EDMUND'S
SCHOOL**
CANTERBURY

CANDIDATE PACK

NURSERY MANAGER SEPTEMBER 2024



www.stedmunds.org.uk



THE SCHOOL

OVERVIEW

We are a 2-18 independent co-educational day and boarding school with over 600 pupils. We foster a family atmosphere, value the individual and offer a wide range of opportunities to pupils, whatever their interests or strengths. In an historic setting overlooking the City of Canterbury, the school is proud to educate the Choristers of Canterbury Cathedral and of the diversity that day and boarding pupils bring. Both academic rigour and co-curricular involvement are encouraged. Pupils are respectful of each other and work together to create a cohesive, inclusive and happy community. The School is located on the top of St Thomas Hill, commanding impressive views over the City of Canterbury. The Pre-Prep, Junior and Senior Schools share the same site, while the Choristers live within the Precincts of Canterbury Cathedral.



OUR ETHOS

Our pupils benefit from a caring and supportive environment, high-calibre teaching and a holistic educational approach that seeks to develop creativity, leadership qualities and original thinking.

A broad academic curriculum and extraordinarily diverse co-curricular programme enable pupils to find their path and grow to 'be all they can be'.

Our small class sizes enable the personalisation of learning so that pupils receive the attention and academic challenge they need to excel.

Every pupil here is known and understood.

The fact that we educate children from the age of 2 to 18 underpins the strong family atmosphere and sense of community that pervade the school.

St Edmund's is proud of its pupil-centred and ambitious academic ethos. We seek to foster original thinkers with the intellectual and personal skills to be leaders and decision makers in the future.

Highly-qualified teachers mean that young people receive inspirational instruction, with vibrant debate and individual attention colouring every classroom.

Pupils develop learning skills through project work and research opportunities such as the Extended Project Qualification and the Durrell Essay. We encourage cross-curricular work to promote original ideas and multi-dimensional thinking.

Essentially, our pupils are encouraged throughout their time at St Edmund's to aim for and achieve the very highest academic standards of which they are capable.

DETAILS ABOUT THE POST

TITLE	Nursery Manager
TYPE OF POST	Permanent, Full-Time
SALARY	£32,696 in accordance to salary point 35
START DATE	1st September 2024

POST & DEPARTMENT

Nursery & Pre-Prep	<p>St Edmund's Pre-Prep is a happy, creative and inspiring place to learn and work consists of 5 classes across the 2-7 yr age range. Butterflies and Ladybirds are in our Woodland Nursery and we have Honey Bees, (Reception class) Crickets (Year 1) and Dragonflies. (Year2) We currently have 58 pupils. It is our hope and expectation that all Pre-Prep pupils progress through to the Junior School for Year 3.</p> <p>We have a wonderful team of committed and caring teachers and teaching assistants who always put the children first, give time to parents and support each other. There is a family atmosphere in the Pre-Prep where children, parents and visitors feel very welcome. Being part of a wider school community affords extraordinary opportunities for the Pre-Prep in terms of resources as (in addition to our own secure facilities) we can use the astro pitch, sports hall, theatre and music department and outdoor learning sites. We also receive support from subject specialists from the Junior and Senior school who share their time and resources with us.</p> <p>We deliver a broad and balanced curriculum which adheres to both the requirements laid down in the government's guidelines for the Early Years Foundation Stage and the National Curriculum.</p> <p>In the Early Years we have adopted a 'Curiosity Approach' in the classrooms, creating a calming and natural environment in which to learn. The topics are based on the children's interests with a focus on outdoor learning.</p>
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DETAILS ABOUT THE POST

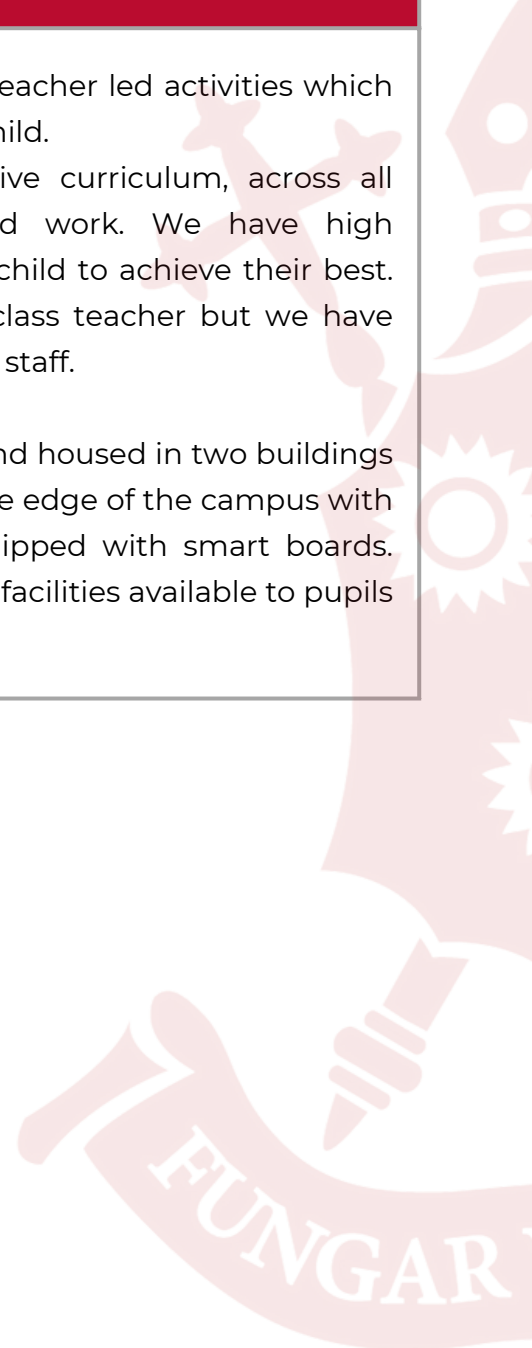
POST & DEPARTMENT

Nursery & Pre-Prep

There is a balance of child initiated and teacher led activities which provide challenge and support for each child.

In Key Stage 1 we continue the creative curriculum, across all subjects, with stimulating topic based work. We have high expectations and like to challenge each child to achieve their best. The children are mainly taught by the class teacher but we have French, Music and PE taught by specialist staff.

St Edmund's Pre-Prep is well equipped and housed in two buildings and one temporary building located at the edge of the campus with its own play space. Classrooms are equipped with smart boards. Pupils from the Pre-Prep enjoy use of the facilities available to pupils in Junior and Senior School.



THE ROLE

Responsible to the Head of Pre-Prep in first instance and ultimately Head of St Edmund's School, the post holder will deliver and ensure a high standard education and care for children all year round.

Main responsibilities

- To provide a stimulating environment for children both, indoors and out at all times
- To manage the day to day activities of the setting including planning, staffing, resources, free early education funding and fees
- To ensure that the nursery is a safe environment for children, staff and others
- To develop partnerships with parents/carers to increase involvement in their child's learning
- To have a role in marketing the nursery to ensure it is full
- To ensure the nursery meets ISI inspection requirements
- To work with other professionals in the local area for the benefit of children, families and the school
- To follow and understand school policies and procedures
- To be the key worker for the children
- To conduct nursery staff appraisals and supervision meetings
- To keep parents informed about their child's progress including written reports
- To support children with SEN in partnership with parents and SENCO
- To undertake any other reasonable duties as directed by the Head of Pre-Prep

PERSON SPECIFICATIONS

	ESSENTIAL	DESIRABLE
QUALIFICATION	<ul style="list-style-type: none"> • Minimum Level 6 Childcare qualification or equivalent. • English and Maths GCSE or equivalent 	<ul style="list-style-type: none"> • Pediatric First aid • Food Hygiene certificate • Forest School trained • Designated Safeguarding Lead
SKILLS & EXPERIENCE	<ul style="list-style-type: none"> • Excellent working knowledge of the Early Years Foundation Stage and current statutory guidance. • Knowledge and proven practical experience of implementing good quality learning opportunities. • Experience of working with SEN children • Empathy and understanding of nursery age children. • Child centred approach • Professional and friendly manner • Excellent verbal and communication skills with children and parents. • Ability to write reports and keep clear and accurate records. • Effective team leadership. • Excellent organisational skills • Administrative and competent IT skills • Calm and caring nature • Ability to inspire and work as part of a team • Able to work on own initiative 	<ul style="list-style-type: none"> • Training in ASD, ADHD, hearing impaired children • Experience of marketing a nursery • Experience of using social media to promote a nursery
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A commitment to quality in all areas, with a high level of motivation and enthusiasm • Able to perform under stress • A creative thinker • Reliable • Hardworking • Flexible • Good sense of humour 	

CONDITIONS OF SERVICE

BENEFITS

Defined Contribution Pension Scheme, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff.

Fee remission is available to all permanent members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Support of visa sponsorship is in place for international candidates.

SAFER RECRUITMENT

St Edmund's School Canterbury is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

APPLICATIONS

Applications should be emailed to recruitment@stedmunds.org.uk by Monday 09.00am 29th July 2024.

Applications must take the form of an application form and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

ST EDMUND'S VALUES



We value....

EACH OTHER

Recognise our responsibility to create a caring and supportive community

We value....

INDIVIDUALITY

Recognise that everyone is different and has unique needs, strengths and aspirations



We value....

EXCELLENCE

Commit to being the best we can be

We value....

INTELLECTUAL CURIOSITY & CREATIVITY

Love learning and seek to foster creative, critical & lateral learning



We value....

SOCIAL RESPONSIBILITY

Promote the idea that individuals must contribute to the greater good of society

