

## Nursery Manager

Based at Beacon Campus - IG4 5LP

45 hours per week, 46.8 weeks per year

£ 30,000 - £ 40,000 per annum dependent on experience

**Required: As soon as Possible**

Beacon Academy Trust are currently seeking to appoint a Nursery Manager

The successful applicant will have:

- Sustained experience in early years

- A commitment to forest school principals and curriculum

- Confidence and experience in planning, providing, and taking part in play-based activities

- A commitment to providing a high quality of education for all learners

The Trust is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

We are pleased to announce that Beacon Multi Academy Trust is currently working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



# Beacon Multi Academy Trust Benefits

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**VACANCIES**



## Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

## Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

## Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)\*

## CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

\*Where applicable

## Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave\*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



### Overall Responsibilities

The Nursery Manager is responsible for ensuring that all staff members deliver a programme of play-based activities that are fun, linked to the curriculum and give children awe and wonder about the world we live in. The Head of nursery must share the forest school ethos and promote/model outdoor learning in all weathers. They must have high expectations of what children can achieve and are confident to filter knowledge of child development through our coaching programme.

### General Duties and Responsibilities

The Nursery Manager is responsible for:

- Ensuring the children and staff are safe on the premises.
- Develop strong partnerships with parents and other organisations that impact on children's development.
- Managing staff in the setting and delegating jobs to them.
- Ensuring that all staff are supported in their role using supervision and coaching.
- Ensuring that staff working with children are suitable and have all safeguarding checks completed.
- Organising parent visits to the settings before a child is registered.
- Planning and delivering open days for potential parents.
- Reporting to the Trust Executive/Trust Board of the organisation

### Quality of Education

To provide high quality education by:

- Supporting staff to implement the curriculum in line with the requirements of the Early Years Foundation Stage (EYFS) Framework, Ofsted registration and inspection criteria.
- Coach staff so they are confident in planning, providing, and taking part in play-based activities that stimulate and support children's intellectual, physical, social, emotional and language development.
- Ensuring staff are encouraging children to eat healthy foods and promote a healthy lifestyle.
- Updating policies and procedures in line with Ofsted and the EYFS Framework
- Ensuring that the assessment of children is accurate by quality assuring children's progress with staff
- Making sure that all documentation is up to date and compliant to ensure better outcomes for children
- Liaising with parents so they can work in partnership with the setting.
- Attend meetings to further develop knowledge.
- Create and deliver a training plan for monthly staff training.
- Liaise with different services to ensure that children have the best opportunities that they can have.
- Have a good understanding of special educational needs so that children can be supported effectively.
- Coach staff so they have a good understanding of the areas of learning as outlined in the EYFS framework and the Characteristics of learning.



## Health & Safety

To ensure a safe environment for children and staff by:

- Completing and updating risk assessments and ensuring all staff have a good understanding of them.
- Ensuring equipment is well maintained, age appropriate and safe to use.
- Replace any broken equipment.
- Ensuring good hygiene standards are met.
- Following all safety procedures (including Child Protection)
- Ensuring that accidents, emergencies, and the administering of medication are dealt with according to policy and the necessary paperwork completed.

## Relationships and Communication

- To build and maintain positive and professional relationships with parents/carers, schools, toddler groups, children's centres, childminders, and any service related to the children.
- Ensure good working relationships with all staff.
- To ensure communication skills are modified according to audience.
- Ensure that appropriate communication methods are used when communicating with children, parents, carers, and fellow professionals.
- Listen and value the opinions of staff.

## Safeguarding

Safeguarding and child protection is at the centre of what we do. We expect Head of Nursery to:

- Ensure that they understand their duty to safeguard all children.
- Report any concerns to the designated safeguarding lead or deal with the concern if they are the DSL. Refer to MASH team where applicable.
- Ensure that staff can articulate the types of abuse that cause children to be at risk of harm and name the signs and symptoms associated with them.
- Ensure that staff have a good understanding of the PREVENT Duty, FGM and Breast Ironing and be able to discuss why these are relevant to a nursery setting.
- Ensure that staff demonstrate understanding around the British values.
- Ensure that staff can show an understanding of county lines and the changes in behaviour that we may see when we suspect this is happening.
- Support vulnerable families, particularly where children or adults are at risk of significant harm.

## Training

- All staff are required to be knowledgeable with regards to child development and be proactive in seeking training opportunities when gaps in knowledge arise
- Be prepared to attend training sessions that are not on regular working days.

## Equality

- All staff must understand their duty to be inclusive and must understand the Equalities Act 2010. They must be able to demonstrate their knowledge of the protected characteristics within the Equalities Act.



The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intv w	Ref
Qualifications				
Level 3 in Children and Young Peoples Workforce or equivalent	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paediatric First Aid	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forest School Association L3 for Forest School Leaders	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Forest School Association L2 for Forest School Assistants	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food hygiene	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Designated safeguarding lead	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge / Skills / Experience				
A minimum of 2 years' experience working in an early years' setting	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent knowledge of the EYFS framework and current Ofsted guidance	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and good practical experience of implementing good quality learning opportunities	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Understanding of the different developmental stages that children go through	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Working in a nursery managerial role	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of Ofsted inspection	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Show and understanding of curriculum and the three I's	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attributes				
Empathy towards children and adults	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent communication with children, staff, and parents	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to write reports and keep clear and accurate records	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Effective team leadership	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative and basic ICT skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to lead a team and use own initiative	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calm and caring nature	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reliable, enthusiastic, and flexible	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High levels of motivation and think creatively	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Able to perform in a busy, stressful environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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Enhanced DBS Disclosure is required for this post.

