

BORDEN VILLAGE PRE-SCHOOL DEPUTY MANAGER

VACANCY

Borden Church of England Primary School
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Dear Applicant

Thank you for expressing an interest in joining us at Borden Church of England Primary School and Pre School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

We are a small school of 140 pupils with a cohort intake of just 20 and over 30 pupils in our pre-school. In Year 2 and Year 5, our children are split between two classes. We make the decision on which class the children will join based on our expert knowledge of each individual - academically, socially and emotionally. Our teachers are skilled and experienced in planning for mixed age range classes and work closely to plan programmes within their phase that meet the needs of each child as an individual. Our small size and small cohorts ensure that our staff know every single child extremely well. We know their interests, their likes and dislikes, their strengths and areas for development. Every child in our school knows that they are valued in our school family and that they are loved. For their first year at school, being in the small cohort size helps our children manage the transition to primary school with ease and provides them with space to learn and grow. In such a small class, they receive a great deal of teacher time all year, but particularly during those first few weeks to help them settle to the new routines of school. Our pre-school shares the same vision and values. We ensure all our pre-school children flourish and have the best start to Year R. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at Borden CE Primary School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: www.borden.kent.sch.uk or contact the office: office@borden.kent.sch.uk (t: 01705 472593).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jennifer Linton
Head of School



Miss Georgie Ingram
Executive Headteacher



Advert

Job Title: Borden Village Pre-School Deputy Manager

Grade: Kent Scheme C

Salary: £23,601 pro rata (£26,956 FTE)

Hours: 8.00am to 4.00pm Monday to Thursday, 8.00am to 3.30pm Fridays. 37 hours per week, 39 weeks per year.

This is a permanent position subject to a six month probationary period

This is a fabulous opportunity for a dedicated and organised person to join the school team at Borden Pre-School which is part of Our Community Multi Academy Trust. We are looking for a Deputy Manager (who is also an experienced Level 3 practitioner) to join our well established small & friendly team. Here at Borden Village Pre-school, we have a beautiful purpose build building in a rural setting. The ideal candidate will provide inclusive play and learning opportunities for all the children attending the Pre-school and to maintain a safe, stimulating and enjoyable environment and will fulfil the role of the manager in their absence, including responsibility for staffing levels and staff deployment within the setting.

Our Community Multi Academy Trust believe that our people are our biggest asset.

We can offer you:

- The opportunity to work in an excellent school and to contribute to its growth and development
- Students who enjoy learning
- A stable and committed staff team determined to give our students the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will:

- Have excellent organisational skills
- Be punctual
- Communicate well and be confident managing others
- Have good teamwork skills
- Respect confidentiality and the potential sensitivities of working in a school
- Have experience working in a school
- Be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks which include online checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Ellie Bartlett, via telephone on 01795 606505 or trusthr@ocmat.org.uk.

Job Description

Purpose of the job

To provide inclusive play and learning opportunities for all the children attending the Pre-school and to maintain a safe, stimulating and enjoyable environment. To fulfil the role of the Pre-school Manager in their absence, including responsibility for the staffing levels and staff deployment within the setting

Key duties and responsibilities

- To manage the Pre-school and undertake all the necessary duties in the absence of the Pre-school Manager.
- To supervise relevant staff on a daily basis.
- To model expectations to the rest of the team in all aspects of Pre-School life.
- To supervise volunteers, students on placements and work experience in the Pre-school, including safeguarding inductions.
- To work with the team, providing a stimulating environment for the children both indoors and out.
- To ensure the Pre-School is a safe environment for children, staff and others and health and safety requirements are adhered to.
- To be a deputy DSL in absence of manager; fulfilling all aspects of the role.
- To provide a high level of care that will enhance the children's general health and well-being.
- To act as a key person to a group of children and to ensure their needs are reflected in the planning of routines and activities.
- To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental reports.
- To liaise regularly with parents/carers about their children's needs, interests and progress.
- To arrange and attend parent's meetings to allow two-way discussion of their children's progress.
- To contribute to and attend supervision and staff appraisal; with shared responsibility as an appraiser for others in the team.
- To attend and at times lead elements of staff meetings.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.
- To participate in any fundraising events.
- To attend any conferences, training events or meetings as identified by the Pre School Manager and to keep up to date with current good practice.
- To adhere to the Pre-school policies and code of practice on confidentiality.
- To perform any other duties as deemed necessary by the Pre-School Manager.

This role is subject to an enhanced DBS check

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager.

Person Specification

Applicants should describe in their application how they meet these criteria

	Essential	Desirable
Qualifications / Education	<ul style="list-style-type: none"> • A minimum qualification of NVQ level 3 or equivalent in Early Years and Childcare development – must be on the DfE approved list. 	<ul style="list-style-type: none"> • Possess a Paediatric First Aid Certificate.
Experience	<ul style="list-style-type: none"> • Experience of producing a wide range of documents and reports using Microsoft Word, Excel and Outlook • Previous experience of working in an educational environment • Experience of supervisory or management experience in an Early Years setting. • Experience and understanding of multi-agency and partnership working. • Knowledge and experience of policies and procedures relating to child protection, health and safety, security, equal opportunities and confidentiality. 	<ul style="list-style-type: none"> • Experience of being a DSL.
Skills	<ul style="list-style-type: none"> • Excellent IT skills, able to type quickly and accurately • Able to communicate and convey information clearly and accurately both orally and in writing to a range of people • Able to use own initiative to solve problems and respond proactively to unexpected situations • Able to communicate basic financial information to school leaders and external suppliers • Able to organise own and others' workloads to meet deadlines • Able to deal calmly, tactfully and effectively with a range of people • Able to balance constantly changing priorities • Able to both work as part of a team and use own initiative • Able to show sensitivity and objectivity in dealing with confidential issues. Awareness of Data protection 	
Personal attributes	<ul style="list-style-type: none"> • Good time keeping and attendance • Flexible and responsive to change • Patient and calm under pressure • Self-motivated and pro-active • Co-ordination skills to arrange meetings and appointments • Appropriate levels of personal presentation • Good sense of humour • Diplomatic and resourceful 	
Values	<ul style="list-style-type: none"> • Commitment to pre-school's aims and values • Commitment to continuous personal development • Honest and reliable, displays integrity and commitment, acting as an ambassador for the Trust • Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family 	

Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



OCMAT Leadership Principles

The Inclusive Leader:

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

The Compassionate Leader:

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

The Community Leader:

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

We will ultimately achieve this through being Collaborative leaders**The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

Our Schools

Primary

Borden Church of England Primary School, ME9 8JS
 Bredgar Church of England Primary School, ME9 8HB
 Dymchurch Primary School, TN29 0LE
 Lydd Primary School, TN29 9HW
 Lynsted & Norton Primary School, ME9 0RL
 Milstead & Frinsted Church of England Primary School, ME9 0SJ
 Minterne Junior School, ME10 1SB
 Petham Primary School, CT4 5RD
 Selling Church of England Primary School, ME13 9RQ
 The Oaks Infant School, ME10 1GL

Trust Central Team

Central Support Team

(based at Lynsted & Norton Primary School)

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact trusthr@ocmat.org.uk for a paper application form.

The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: www.ocmat.org.uk



Mr David Whitehead, CEO, Our Community Multi Academy Trust
 c/o Lynsted & Norton Primary School
 Lynsted Lane
 Sittingbourne
 Kent
 ME9 0RL

Company No: 10842747