



**(HMC & IAPS, CSA, Co-educational, Boarding & Day)  
(Church of England Foundation)**

# **Appointment of Nursery Manager (Full Time) From September 2019**

## **THE SCHOOL**

St Edmund's School is a co-educational day and boarding school with c. 570 pupils from the ages of 3 to 18. The Pre-Prep, Junior, and Senior Schools are on the same site and are closely integrated, using the same Chapel, music and art facilities, dining hall, science laboratories and sports hall. The school prides itself on its friendly, family environment where every pupil is known and valued.

The school is officially designated "a school of religious character". The Choristers of Canterbury Cathedral, who are full members of the Junior School, were incorporated into St Edmund's in 1972 and the Archbishop of Canterbury is Patron of the school. The Head is a member of the Headmasters' and Headmistresses' Conference (HMC) and the Master of the Junior School is a member of the Incorporated Association of Preparatory Schools (IAPS) and of the Choir Schools' Association (CSA).

Although the majority of children are day pupils, one quarter of the school's pupils are boarders, from a wide range of backgrounds. The school operates a five-day teaching week, but also runs a Saturday morning activities programme which is optional for Senior School day pupils. All boarders participate in both Saturday and Sunday activities programmes.

All full-time members of the Senior School teaching staff are expected to offer and contribute to the full programme of extra-curricular activities and study opportunities on Saturday mornings on a rotational basis.

The school adjoins the University of Kent and is able to make use of many of the University's facilities: the Templeman Library, the Gulbenkian theatre and the public lectures amongst others. London's West End is within easy reach. Further information about St Edmund's may be found on the school's website: [www.stedmunds.org.uk](http://www.stedmunds.org.uk).

## THE DEPARTMENT

St Edmund's Nursery & Pre-Prep staff work closely with parents to create a secure and happy family atmosphere where young children aged 3-7 can develop, flourish and enjoy their education. The girls and boys in our care are valued as individuals and are provided with exciting academic and extra-curricular opportunities to work collaboratively and independently. We help children to build the skills and confidence to attempt new challenges which are an essential part of their growth in the early years.

## THE APPOINTMENT

### Job Specification

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 SPECIFICATION

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 6 Childcare qualification or equivalent. English and Maths GCSE or equivalent	Paediatric First aid Food Hygiene certificate Forest School trained Designated Safeguarding Lead
Experience and knowledge	Recent experience of leading a nursery	Training in ASD, ADHD, hearing impaired children

	<p>Excellent working knowledge of the Early Years Foundation Stage and current statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>Experience of working with SEN children</p>	
Skills and Attributes	<p>Empathy and understanding of nursery age children.</p> <p>Child centred approach</p> <p>Professional and friendly manner</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Effective team leadership.</p> <p>Excellent organisational skills Administrative and competent IT skills</p> <p>Calm and caring nature</p> <p>Ability to inspire and work as part of a team</p> <p>Able to work on own initiative</p>	<p>Experience of marketing a nursery</p> <p>Experience of using social media to promote a nursery</p>
Personal Qualities	<p>A commitment to quality in all areas, with a high level of motivation and enthusiasm</p> <p>Able to perform under stress</p> <p>A creative thinker</p> <p>Reliable</p> <p>Hardworking</p> <p>Flexible</p> <p>Good sense of humour</p>	

## CONDITIONS OF SERVICE

Subject to spaces being available, fee remission is available to members of staff. Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch and who accept the necessary supervisory role of staff and pupils during this period.

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).

Personal information provided by candidates will be kept on a secure file in the school in line with GDPR legislation 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.



## APPLICATIONS

Applications must take the form of a completed Teaching Staff Application for Employment Form, full curriculum vitae, and a concise covering letter outlining the candidate's suitability for the post. The names and contact details (including emails) of two referees are required.

The deadline for receipt of applications is **9.00am Monday 24<sup>th</sup> June** with interviews taking place that week. Applications should be emailed to:

email: [slh@stedmunds.org.uk](mailto:slh@stedmunds.org.uk)

Sarah Hudson  
HR Manager  
St Edmund's School Canterbury  
St Thomas Hill  
Canterbury  
CT2 8HU

Pre-Prep | Junior | Senior | Sixth Form

[www.stedmunds.org.uk](http://www.stedmunds.org.uk) | [preprepschool@stedmunds.org.uk](mailto:preprepschool@stedmunds.org.uk) | [juniorschool@stedmunds.org.uk](mailto:juniorschool@stedmunds.org.uk) | [seniorschool@stedmunds.org.uk](mailto:seniorschool@stedmunds.org.uk) | **01227 475600**

St Edmund's School Canterbury, St Thomas Hill, Canterbury, Kent CT2 8HU

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