



ST EDMUND'S
SCHOOL
CANTERBURY

Nursery Room Leader
Permanent Post: January 2022



Details about the post

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Grade	£20,401 -£22,378
Type of post	Full time (Permanent)
Start Date	1 st January 2022
Post & Department	
Introduction	<p>The Nursery endeavours to create a safe and enriching home-from-home environment filled with opportunities to learn - enabling the children to be happy, sociable, confident, independent, creative, and unique.</p> <p>The Pre-Prep at St Edmund's is extending the childcare provision to now offer entry at age 2. An exciting opportunity has arisen therefore for a creative and enthusiastic Nursery Room Leader to join the Nursery team and develop the offering. You will be passionate about child development, level 3 qualified and have at least 2 years experience of working with 2 year olds in a nursery setting.</p>
Staffing and Department	<p>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.</p> <p>Led by the Head of Pre-Prep and Nursery, the Nursery includes a Nursery Manager and two nursery teaching assistants, with the Pre-Prep team including 4 teachers and 2 teaching assistant.</p>

Job Description

Purpose: Manage the Room to deliver a stimulating and nurturing environment ensuring the children's emotional needs are met, their interests are nurtured, and their individuality is respected.

Main Duties:

- To apply professional standards of childcare, with due regard for and ensuring the children's health, safety and well being needs are met at all times
- Overseeing the smooth running of the Room
- Promote and manage positive relationships with parents, children and colleagues
- Develop and deliver high quality practice within the room together with the Nursery Manager including planning and delivering activities in line with our overall education plan / curriculum motivate and stimulate a child's learning abilities, encouraging daily learning through experience
- Carrying out regular observation and keeping records
- Using your knowledge and experience to introduce new ideas and activities in both inside and outside settings
- Identify issues of safeguarding and child protection, ensuring that the welfare and safety of children is promoted and safeguarded and to report any child protection concerns to the person in charge.
- Keep up to date with changes in the curriculum and developments in best practice
- Attend staff meetings, training days, three Saturdays a year for open days or activity mornings and some school functions where necessary
- To attend first aid, safeguarding training and other relevant courses or in service training
- Follow and uphold St Edmund's policies and procedures
- To undertake any other reasonable duty or task requested by the Nursery Manager or Head of Pre-Prep & Nursery

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 3 Child care qualification GCSE English and Maths minimum grade 4 	<ul style="list-style-type: none"> Recent Paediatric First Aid Certificate Safeguarding & Child Protection training
Skills/Experience	<ul style="list-style-type: none"> At least 2 years working with 2-3 year olds in nursery setting Solid experience of being a key worker within an early years setting Knowledge and understanding of the EYFS and to be able to use this to plan activities for the children Be able to relate effectively to staff, pupils, parents Professional with high standards and effective oral and written communication skills Demonstrable experience of working on his/her own initiative in the execution of duties as well as ability to work constructively as part of a team 	<ul style="list-style-type: none"> Child development EYFS and KS1 Curriculum Knowledge and understanding of relevant policies, codes of practice and legislation Previous experience as Nursery room leader desirable but not essential
Personal Qualities	<ul style="list-style-type: none"> Warm, positive personality Calm nature Passionate attitude to working with children Active interest and enthusiasm in child development Be committed to a process of continuous improvement and the raising of standards nursery provision Resilient 	

Conditions of Service

Benefits

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change. Parking is free for all staff on the school site. Lunch is offered free-of-charge for all staff whose working hours encompass the time of school lunch. Staff Benefits package also includes company pension, salary sacrifice schemes, including cycle to work, counselling services, financial/legal advice line, retail discounts, reduced gym memberships and cashback.

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 must take the form of a completed St Edmund's Application Form including the candidate's suitability for the post with reference to the person specification and a concise covering letter. 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).

The deadline for receipt of application **9.00am Monday 29th November 2021**, with interviews taking place that week. Applications should be emailed to slh@stedmunds.org.uk.

