Cricklade Manor Nursery

NURSERY DEPARTMENT LEADER

CANDIDATE PACK



JOB DESCRIPTION

Are you passionate about nurturing young minds and creating a magical learning environment where children flourish?
Do you have experience in early years education and a desire to provide dedicated support?

Then this could be the dream role for you.

We are seeking enthusiastic Department Leads Nursery team. One role will be based in our Baby Room and one in our Toddler and Pre-School room.

ABOUT OUR NURSERY

Cricklade Manor Nursery is a warm, friendly, and kind place where children from 3 months to 5 years flourish. Our classrooms offer a world of opportunity that are a home away from home.

We provide affordable, high quality learning and adventures through year round care from 7:30am to 6:00pm. The children's favourite part of our nursery is our walled garden. They love exploring the wide open greenery, watching our chickens and exploring our dedicated Forest School, which we use come rain or shine.

Part of the Wishford Education group, located conveniently near Swindon and Cirencester, we offer excellent teaching and care for our children.
As a member of our team, you are essential to our daily life. You'll be helping us create a warm and caring environment full of curiosity and exploration across the whole nursery including our newest additions in the baby room.

HOURS, SALARY & BENEFITS

Hours: 40 hours between 7:30am and 6:00pm Monday to Friday. Permanent role, year-round.
2 roles available, one focussed in the baby room and one focussed in our toddler and pre school room.

Salary: £31,000.00 - £32,500.00 pa

Benefits:

- 5% Employer Pension
- Means tested discount for staff children
- Discretionary Christmas closure
- Additional day off for wellbeing
- Paid CPD training
- Free meals whilst on duty
- Excellent opportunities for career development, including access to fully funded apprenticeships
- Shopping discount card
- Personal accident at work cover
- Wellbeing & counselling scheme
- Free staff uniform
- Free on-site parking

To pursue an application, please complete the school's application **via eteach**

If you need an adjustments or have any questions about the application process please contact;
HR@Wishford.co.uk

We reserve the right to close the vacancy early due to high volume of applicants. Interviews will be held as applications are received.



MAIN RESPONSIBILITIES

Reporting into: Nursery Manager

- Overseeing the Toddler and Pre-School room or the Baby room
- Daily checks and health and safety
- Garden set up
- Organising lunches and breaks within department
- Overseeing planning, provision and tracking across the department
- Checking ratios within rooms
- Follow up on child absences
- Funding forms in department
- PO's for department
- Being first port of call for complaint in department (with support from Manager)
- To lead a room on a daily basis, delivering high quality and engaging activities following the Early Years Curriculum
- To provide a safe, friendly, stimulating environment in which the pupils can flourish.
- To prepare daily planning in accordance with children's interests and next steps
- To evaluate learning retrospectively in order to inform future planning.
- To review long term planning to meet the needs of the children in your care
- To assess and record pupils' progress
- To liaise with the Nursery Manager and SENDCo regarding any children with specific needs. As required, liaise with parents and other schools/agencies involved
- Each team member has responsibility for the presentation of their room and the Nursery's shared environments
- To lead termly parent evenings including supporting to update next steps for child's development

PERSON SPECIFICATION

- A completed Early Years Level 3 qualification at least
- Experience leading a team, either as a room lead, or Deputy Manager
- A relevant qualification in Early Years or Special Educational Needs, desirable not essential
- Experience working with children with additional needs, ideally in an early years setting
- A strong understanding of the EYFS framework.
- Patience, empathy, and a nurturing approach to working with children
- Excellent communication and teamwork skills to collaborate with staff, families, and external specialists
- A passion for inclusive education and supporting children to reach their full potential
- The ability to create a stimulating environment that motivates children to learn independently.
- The ability to plan, assess and carry out children's observations.

Wishford Education is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements, and individual qualifications, without regard to religion, sex, age, disability, nationality or any other protected characteristics of the Equality Act 2010.

Wishford Education is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post. This will include checks with past employers, references, online searches, medical checks, and an enhanced Disclosure and Barring Service (DBS) check.