



Rossall

INSPIRING EXCELLENCE

# *Nursery Manager*



APPOINTMENT BRIEF

April 2024







# ABOUT ROSSALL SCHOOL

Founded in 1844, Rossall is a co-educational boarding and day school with an illustrious history and a clear strategic vision for the future. Situated on the Fylde Coast, the majestic backdrop of the Cumbrian Peaks and the Irish Sea provide a spectacular environment within which a community of some 800 boys and girls are inspired to fulfil their potential. The School provides a unique educational experience underpinned by a strong commitment to academic excellence and co-curricular participation. Successive generations of Rossallians have made a profound impact in fields as diverse as medicine, literature, music, politics and technology.



Academic results are superbly strong. The School has an IBDP average of 35 and on average 50% of A level grades have resulted in an A\* or A over the last 3 years. Almost two thirds of our Upper Sixth progress to Top 20/Russell Group universities. Additionally, this year, three students won full sports scholarships to the US whilst others are proceeding to top universities in Paris, Milan and Hong Kong - to name but a few. Rossall is an inclusive school with an intellectually dynamic culture that encourages young people to embrace the highest of aspirations.

Regionally, Rossall has now reclaimed its place as one of the top performing independent schools in the North West. Perhaps, most importantly, it is a school community with a huge heart and this manifests itself in happy and confident children and a staff body committed to providing the very best context within which young people may live, learn and play.

The School is ranked number one in the UK for golf and our growing football academy is one of the standout provisions in the country. Both our boys and girls First XI hockey teams progressed to the final eight of national competitions in 2020. Our recently launched Girls' Elite Football Programme in partnership with England and Chelsea footballer Millie Bright, and Fleetwood Town Football Club has led to huge success of our girls' football teams on a national level.

We strive to develop in our pupils a lifelong love of learning, a sense of moral purpose, and a belief in their own power to do good in the world. We prepare them to lead successful personal lives and productive professional lives. Our students are confident and compassionate. Increasingly they assume responsibility for their own learning and they are encouraged to be both critically reflective and resilient. We have the highest aspirations for our boys and girls and, as an IB World School, we endeavour to ensure that our pupils are intellectual risk-takers, open-minded and persuasive communicators. We desire for them to develop an intrinsic interest in the subjects that they are studying and to view the formal curriculum as constituting a starting point as opposed to an end in itself. Opportunities for academic enrichment abound and pupils are able to benefit from involvement in activities such as the Model United Nations and subject specific societies.



The School is a liberal and progressive community and we are committed to ensuring that our provision is outstanding in every regard. Student voice and our mental health provision are key focuses within our development plan and it is our ambition to be sector leaders in this. We are an inclusive and diverse School community with a roughly even split between day pupils and those who board. The internationally-minded nature of the School is as defining an aspect as its architectural beauty and fascinating history. In 2021, we had a full ISI compliance inspection. **We were judged to be compliant in every regard. In 2019, an educational quality inspection deemed the quality of pupil's personal development to be excellent.**

The student roll has grown very significantly in recent years and this is reflective of the School's outstanding reputation both regionally and nationally. Student numbers are very healthy and the School has emerged from the recent pandemic in a strong position financially. Such extensive expansion has resulted in a number of

opportunities arising across a number of curricular areas and our ongoing development of signature programmes such the Broadway Performing Arts academy has opened up opportunities for exceptional educators to join us.

In 2019, the School embarked upon an ambitious development plan which placed a strong emphasis upon the provision of outstanding teaching and learning. The School is committed to ensuring that Rossall is recognised regionally and nationally as a progressive and aspirational School community committed to the professional development of all staff. The establishment of a thriving Leadership Academy is reflective of the growing number of aspirant educational practitioners who have decided to develop their careers here at Rossall.

We never stand still. In 2020, we became an All-Steinway School and launched an International Piano Academy. The newly refurbished PrePrep School was opened at the end of the Summer Term and work commenced on our Science Building. In 2021 we recruited the first cohort for our Elite Girls' Football programme and September 2022 saw the launch of the Broadway Academy of Performing Arts which harnesses the creative energy of an outstanding faculty committed to ensuring exciting opportunities, an outstanding quality of productions and a credible pathway into the industry for aspirant young performers.

We recognise that parents expect the best for their children; therefore we continue to invest significantly in our expansive campus to provide a modern, comfortable environment where boys and girls from 3 months to 19 years of age can feel safe and thrive.

Popular with overseas and British pupils alike, our school has a unique identity and a strong sense of community spirit. Here, boarders from around 50 countries mix with British pupils to create an environment within which children are able develop a truly international perspective and forge lifelong friendships with others from around the world.

Ours is a community based on trust, mutual respect and compassion, and we expect every member of our School to uphold these values, on and off the campus.

Rossall is an inspiring place to live, learn and work; we are fortunate to attract fantastic students and staff to join us on our beautiful campus by the sea!



## MEET THE ROSSALL TEAM

### ROSSALL'S LEADERSHIP EXECUTIVES

Leading the school is Headmaster, Mr Jeremy Quartermain, and seven fellow Leadership Executives. They are joined by the extended Senior Management Team.



Mr Jeremy Quartermain  
*Headmaster*



Mrs Emma Sanderson  
*Bursar*



Ms Dina Porovic  
*Senior Deputy Head*



Mr Ben Powell  
*Deputy Head  
(Pastoral)*



Mrs Emma Williams  
*Deputy Head  
(Safeguarding & Boarding)*



Mr Matt Turner  
*Headmaster of  
Preparatory School  
& Nursery*



Mr Adam Cawkwell  
*Director of  
Admissions  
& Development*



Mrs Victoria Low  
*Director of  
Operations*

# JOB DESCRIPTION

Responsible to: Head of Preparatory School / EYFS Lead

## **Join and Lead Our Team at Rossall Nursery**

Are you passionate about shaping the future generation? Do you thrive in a dynamic and nurturing environment? Ranked 10/10 by parents on daynurseries.com, Rossall Nursery is seeking an enthusiastic and dedicated Nursery Manager to lead our team and inspire young minds.

As the Nursery Manager, you will embark on an exhilarating journey, spearheading our mission to provide exceptional care and education to our youngest learners. You will be a visionary leader, driving excellence in every aspect of nursery operations while fostering a warm and stimulating atmosphere where children can flourish.

## **Job Purpose**

- To manage the day to day running of the Nursery to include co-ordinating the provision of a caring, safe, secure and stimulating environment, meeting the requirements within the Statutory Framework for the Early Years Foundation Stage.
- To prepare for Ofsted or ISI inspections and ensure the quality and standards of our provision meet legal requirements.
- To plan a range of activities based on an observation and assessment cycle for children in the Nursery
- Managing a staff team, working with the Head of the Preparatory School and EYFS Lead to ensure policies and procedures are implemented at all times
- To oversee a successful, high quality childcare provision, ensuring that standards are met and children receive excellent quality care and education
- To be responsible for Health and Safety within the nursery including environment, equipment, staffing & children, and ensuring that all risk assessments are undertaken.

## **Key Areas**

- **Lead with Passion:** Infuse energy and enthusiasm into every aspect of nursery life, motivating and inspiring both children and staff alike.
- **Nurture Growth:** Cultivate a supportive and inclusive environment where every child's unique talents and abilities are celebrated and nurtured.
- **Foster Learning:** Collaborate with our dedicated team to design and implement innovative and engaging curriculum activities that spark curiosity and ignite a love for learning.
- **Build Community:** Forge strong partnerships with parents, ensuring open communication and collaboration in every child's development journey.
- **Drive Excellence:** Uphold the highest standards of care and safety, ensuring compliance with regulatory requirements and exceeding expectations at every turn.

## **Main duties**

### **Staff Management, Team Building and Development**

- To recruit, induct, supervise and appraise all Nursery staff as appropriate, and in accordance with Nursery policies, procedures and standards;



- To ensure all staff and volunteers are fully aware of the Safeguarding and Child Protection policies and procedures, including the ‘whistle-blowing’, and allegations management policy and process.
- To update and maintain Nursery policies and procedures, and the Operational Plan as needed, ensuring that documents are easily accessible;
- To attend meetings with the Head of the Preparatory School, EYFS Lead and co-ordinate half termly Nursery meetings;
- To work with the EYFS Lead / Reception teacher to oversee that teaching and learning ensures children’s ‘school readiness’ and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school;
- To manage staffing levels within the Nursery to comply with required ratios, including planning and organisation of staffing schedules and holiday rotas;
- To actively promote and facilitate relevant staff training and development opportunities;
- Maintaining staff awareness of key practices within the Nursery, e.g. health and safety, food hygiene, safeguarding awareness, paediatric first aid, fire drill procedures, in accordance with the code of practice.

### **Development and Effective Administration**

- To actively promote the Nursery to ensure that vacant places are filled, working with the Marketing Department to ensure the Nursery runs to its full capacity.
- Be aware of and act in accordance with current legislation, policy and procedures;
- Being responsible for all administrative duties associated with the management of the facility, e.g. child registration, creation/ maintenance of relevant records, ordering equipment, maintaining an inventory, keeping personnel records up to date;
- To manage the development and implementation of systems to monitor and record child development;
- To promote the aims and objectives of the Nursery;
- To promote the high standards of the Nursery at all times to parents/carers, staff and visitors;
- To liaise with the Head of the Preparatory School and EYFS Lead in showing parents/carers around the Nursery facilities and sending out information.

### **High Standards of Care and Education of the Children**

- To ensure staff comply at all times to the EYFS policies, procedures and standards including health and safety, hygiene, safeguarding, inclusion, confidentiality, etc;
- To lead the planning of safe, creative and appropriate opportunities according to children’s needs and interests to fulfil the requirements of the EYFS;
- Liaise with parents/carers, other family members and staff to help ensure that the needs of children are met and that parental choice is considered in terms of care given;
- To plan and implement appropriate objectives and policy for the Nursery;
- To ensure that a high standard of quality care and education is provided at all times;
- To lead a team of professional workers and to ensure good practice at all times;
- To manage the quality of resources within the Nursery, including maintenance of materials and equipment;
- To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe Nursery policies and procedures to keep children safe from harm.

### **SENCO**

- To use appropriate measures to identify children with additional needs across Nursery, alongside our SENCO;

- To liaise with the Head of Learning Development to put plans in place for those children with additional needs;
- To work with external agencies to ensure all needs are met for identified children;
- To liaise with parents to support identified children;
- To complete any relevant paperwork required for those children who require any additional support.

### **Other**

- Working in partnership with parents/carers and other family members;
- Overseeing the efficient upkeep of the building, furnishings and fittings;
- To ensure the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings, to be supported by appropriate policies for stock checking and assessing the safety of equipment and resources within the Nursery
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, relating all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings and training as required
- Participate in training and other learning activities and performance development as required
- Any other reasonable duties requested by the Head of Preparatory School

The post-holder must adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report those concerns to the DSL or to the Head immediately

To find out more about this role please contact:

Matt Turner (Head of Prep, Pre-Prep and Nursery) at [m.turner@rossall.org.uk](mailto:m.turner@rossall.org.uk)





# PERSON SPECIFICATION

Essential	Desirable
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NNEB, CACHE level 3, NVQ level 3 or equivalent</li> <li>• Good level of literacy and at least level 2 in Maths (or agreement to achieve this within two years of starting in the position).</li> <li>• 3 years' post-qualification experience with proven success and 2 years' relevant supervisory experience.</li> <li>• Safeguarding and Child Protection training.</li> </ul>	<ul style="list-style-type: none"> <li>• Additional educational qualifications, ideally NVQ level 4 or equivalent.</li> <li>• Paediatric First Aid.</li> <li>• Record of achieving good outcomes for children.</li> <li>• An excellent training and development record.</li> </ul>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum of 2 years of experience in a supervisory or managerial role within a nursery or early childhood education setting.</li> <li>• Proven track record of successfully managing staff and overseeing daily operations.</li> <li>• Experience in setting development and implementation.</li> <li>• Experience of working with other agencies and professionals.</li> <li>• Knowledge of The Childcare Act (2006).</li> <li>• Knowledge of the statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEN and Child Protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of SEND.</li> <li>• Knowledge and understanding of the type of external support that is available to aid children's development and how to access these services.</li> </ul>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong leadership and management abilities, including the ability to motivate and inspire a team.</li> <li>• Excellent communication skills, both verbal and written, with the ability to effectively interact with children, parents, and staff.</li> <li>• Organisational skills to manage rotas, resources and budgets.</li> <li>• Knowledge of early childhood development principles and best practices.</li> <li>• Ability to problem-solve and make decisions under pressure.</li> <li>• Understanding and recognition of the principles of equality and diversity.</li> <li>• Ability to set, demonstrate and promote good practice in line with the ethos of the Nursery, both indoors and outdoors.</li> </ul>	<ul style="list-style-type: none"> <li>• The use of ICT to effectively support teaching and learning and to monitor children's progress</li> <li>• Knowledge of ISI/OFSTED standards and experience of inspections</li> </ul>
<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Passionate about providing high-quality care and education to young children.</li> <li>• Patient, compassionate, and empathetic towards children and their families.</li> <li>• Adaptable and flexible, able to handle the dynamic nature of working with children.</li> <li>• Integrity and professionalism in all interactions.</li> <li>• Commitment to ongoing professional development and staying updated on industry trends and regulations.</li> <li>• Committed and resilient.</li> <li>• Sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities</li> </ul>





# BENEFITS OF SERVICE

The position is a full time post, all year round. The normal hours of work are 42.5 per week Monday to Friday. The salary is expected to be from £28,000 per annum dependent on experience. Holiday entitlement is 25 working days per annum plus 8 Bank Holidays.

At Rossall Nursery, you will be part of a passionate and dedicated team who are committed to making a difference in the lives of young children. You will have the opportunity to unleash your creativity, shape the future generation, and embark on a rewarding career journey filled with growth and development.

We provide a supportive and inclusive working environment where care for all our staff is an important part of our culture. We employ motivated people who work together to produce excellent outcomes for our staff and students. Our staff are recognised as being central to achieving our mission and vision statements, and long term plans for the future.

Our benefits include:

- Generous pension scheme with up to 10% matched contributions
- A beautiful campus adjacent to the Irish Sea and within easy reach of Manchester, Liverpool, the Lake District, Yorkshire Dales and Pennines
- A supportive Senior Leadership Team and strong, supportive staff community
- Free lunch and refreshments
- Free parking on site
- Medical centre on site during term time
- Extensive CPD opportunities
- A generous discount on the School fees of employees' children attending the School (except the Nursery)

Are you ready to embark on this thrilling adventure with us? Apply now and be part of something truly special at Rossall Nursery.

# APPLICATION PROCESS

To apply, please complete the application form available on the School website, ensuring that your referees include your current or most recent employer.

Your letter of application should be no more than two sides and clearly outline your suitability for the role with reference to the Job Description and Person Specification. You should also explain clearly why you want to work at Rossall.

Send your completed application via the website or by email to:

Mrs Stephanie Capstick (Head of HR and Compliance)  
hr@rossall.org.uk

## KEY DATES:

**Deadline for submission of applications 12.00 noon on Monday 29<sup>th</sup> April 2024 with interviews planned for later that week**

Rossall School is committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance will be undertaken by the School. The position is regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. An online check will also be conducted.

The School's Child Protection and Safeguarding Policy can be viewed here:

<https://rossall.org.uk/policies/>