CASTLE COURT SCHOOL

Nursery Manager

Welcome from the Head

Dear Candidate,

When people ask me what makes Castle Court so special, my answer is always the same. It is the people – the Castle Court family. Castle Court is a very special place; we are a close-knit community where everybody is known and valued as an individual. When people first walk into Castle Court, they are struck by the genuine warmth of everyone they meet, but also by their passion and energy. Our 7Cs values of being compassionate, curious, creative, courteous, courageous, committed and collaborative are lived out week in and week out by both our staff and pupils.

Our emphasis is on the whole child and developing future leaders. We want our pupils to use all that they learn at Castle Court to make a positive difference in the world, for the good of all. We are a Christian School, and this permeates all aspects of school life and our interactions with one another. We are also a leading PSB school (Pre-Senior Baccalaureate) nationally and a member of the Learning Skills Trust. We are therefore naturally forward thinking in our approach to education and want to ensure that our pupils are equipped with the knowledge, skills and character they need to be successful and make a difference in an ever-changing, global world.

Our school is set in 55 acres of rolling Dorset countryside, and we are 15 minutes from the coast. We actively promote outdoor learning as we believe that our pupils should be inspired not only by those who teach them but also by the world in which they live. We are also passionate about unlocking each child's potential by developing their passions and strengths. We are therefore committed to providing an extensive co-curricular programme which inspires and challenges our pupils, develops character and leadership whilst also being lots of fun!

It is an exciting time to be joining our school: we have completed the building of an outdoor classroom adjoining our 10 acres of woods as we continue to invest in our beautiful rural site. We are also embedding a new Character and Values Education (CAVE) programme, which focuses on the themes of self-care, people-care and earth-care. This enhances our curriculum by providing a broader range of co-curricular opportunities to develop key life skills, community action, outdoor learning and pupil leadership.

At Castle Court, we believe that childhood should be cherished and be a time of great joy and growth. I want all the children at Castle Court to look back at their time at the school and say it was the best of times, but also that it helped make them the person they are today. I hope this brochure gives you a good insight into life at Castle Court and inspires you to apply for this position and become part of the Castle Court family.

K Johnson

Mrs Katie Johnson
Head

About Us

Castle Court is a day Prep School located in the heart of Dorset; we seek to appoint staff who will be keen to be involved in the full breadth of school life and supportive of the school's Christian foundation. Castle Court was founded in Parkstone, Poole, in 1948 as a day school for boys; in 1968 it moved to its present site in beautiful grounds on the north edge of Corfe Mullen. In the 1970s we became co-educational and have steadily grown in size: today we have around 280 pupils, aged from 2 to 13.

Our setting is idyllic: 55 acres of magnificent playing-fields, playgrounds, gardens and woods; a school with stunning facilities, set in rural surroundings, yet easily reached from Bournemouth, Poole, Dorchester, Ringwood and the Isle of Purbeck. We have an excellent academic record and other strengths across the board: in Sport, Music, Art, Drama, Design Technology, and in Outdoor Learning. Please see our website for evidence!

For administrative purposes it is divided into the Nursery (Badger Cubs and Badgers), Pre-Prep (Reception to Year 2) and Prep School (Years 3 to 8).

The Leadership Team comprises the Head, Deputy Head, Head of Marketing and Admissions, Assistant Head – Pastoral, the Director of Teaching and Learning, the Director of Operations and the Director of Finance. The Management Team consists of Section Leaders, SENDCO, Core Subject Heads of Department, Director of Sport, Director of Music and Head of ICT. The Section Leaders look after the sections as follows: Nursery and Pre-Prep, Years 3-6 and Years 7 & 8.

Our aims are:

- That the child's learning and well-being are at the heart of all that we do.
- That the educational experience is knowledge-rich, rigorous and well-balanced, and academic expectations are continually exceeded.
- That each child is nurtured through outstanding pastoral care so that they can flourish inside and outside of the classroom.
- That each child is provided with a strong foundation and compass for life - prepared with the skills needed for future success in a global world.

Our Values

We are a Christian Community who have a whole school spiritual assembly on a Monday.

Day to day we live out our 7Cs values of being: Compassionate, Curious, Creative, Courteous, Courageous, Committed and Collaborative.

In our Friday Awards Assembly, Form Tutors give Head's Awards to children who have demonstrated one of these 7Cs values during the week.

Our Curriculum

The Pre-Senior Baccalaureate, through the Learning Skills Trust, is the foundation of our curriculum, with the key strands of Thinking and Learning, Independence, Leadership, Communication, Collaboration, Reviewing and Improving running from the Pre-Prep through to Year 8.

We believe in a knowledge-rich curriculum, but one that also provides children with key skills for life. We are recognised as a leading PSB school nationally and a beacon for other schools. Having embedded the PSB curriculum, we have just received an outstanding audit which will propel us further in the future.

We are a very forward-thinking school; we have implemented a new Character and Values Education (CAVE) to ensure that our pupils are prepared for an ever-changing future world. As part of this, we have further enhanced our co- curricular offering, including our Leadership and Activities Week programme.

POSITION DETAILS:

This Opportunity

We are looking for an inspirational **Nursery Manager** to oversee the day to day running of our Nursery as well as guide the team through future developments.

This is a key role in our lovely Nursery. Our new team member will **be qualified to work in the Early Years at Level 3 or above, and have proven experience of working in a similar setting in a supervisory capacity.**

The position is available from **January 2027,** is **permanent** and offered on a **full-time** (term time, 8am-4.30pm every day) basis. There is potential for the position to become **year-round** from September 2027.

When term-time only, the position will be remunerated at £30,768.16 per annum. If the position becomes year-round, a new remuneration package would be discussed.

Job Description

NURSERY MANAGER RESPONSIBILITIES:

- To shape the future development of the Nursery:
  - To work closely with the Leadership Team, the Nursery Team and the wider school community to lead the Nursery through the next stage of its development.
  - To work closely with the Marketing and Admissions Team to continue to grow our Nursery and pre-Nursery provision.

- To be responsible for the day-to-day operation of the Nursery:
  - To take the lead in planning, assessment, teaching, monitoring, evaluation and record keeping.
  - To be available to communicate and consult with parents. Similarly, be available to communicate and consult with agencies and other schools regarding the needs and progress of the Nursery children.
  - To use Evidence Me to write and record observations for parent information and oversee the use of this software by other team members.
  - To provide observational feedback and contribute to assessments using the Early Years Framework.
  - To oversee the induction of new Nursery staff, line manage the Nursery team, and play a key role in their support and development.
  - To manage the Nursery department budget and resources, in liaison with the Finance Team.
  - To ensure that the Nursery is EYFS Framework compliant and meets relevant environmental, health, safety and fire regulations.
  - To liaise with the Pre-Prep Section Leader to ensure continuity and progression into Reception.

- Lead the wider Nursery environment through:
  - Encouraging active supervision of children and the learning environment at all times.
  - Actively promoting an ethos of learning through play.
  - Establishing a supportive relationship with the Nursery staff and children.
  - Assisting children with toileting, including cleaning and changing them.
  - Administering First Aid for minor problems, recording accidents appropriately, and referring children to the Medical Centre if needed.
  - Undertaking administrative tasks related to the Nursery, such as photocopying resources.
  - Managing room sizes effectively, ensuring that ratios are adhered to at all times.

- Contribute to the wider Castle Court School life by:
  - Having an understanding and appreciation of our school values and aims.
  - Attending training/professional development opportunities and contributing to school development.
  - Following school policies and procedures, including participating in Early Years Supervision meetings.
  - Participating in out of hours events such as concerts, plays, Parents' Evenings and Speech Day.
  - Making an appropriate contribution to the extra-curricular life of the school.
  - Undertaking other duties as may be reasonably required, such as tea club duty once per week.

Person Specification

ESSENTIAL QUALITIES AND CHARACTERISTICS:

We are seeking to appoint a Nursery Manager who…

- Is qualified to **NVQ Level 3 (or equivalent) or above <u>and</u> has evidence of previous supervisory experience**.
- Has excellent knowledge of the EYFS Framework and the ISI Inspection Framework
- Is enthusiastic, energetic and enjoys contact with children of a young age
- Has a good rapport with children and high expectations of children's behaviour
- Works effectively as the leader of a team and builds relationships quickly
- Is flexible in approach and able to work well alongside a management team
- Has strong administrative, organisational and ICT skills
- Is a good communicator, able to liaise with colleagues, parents, children and agencies.
- Has up to date knowledge of current educational, pastoral and compliance issues affecting the Nursery age group.

Our expectations of all staff, including those in the Nursery, are:

- To abide by the school's Code of Conduct for staff.
- To maintain positive relationships with pupils, exercising appropriate authority and acting decisively when necessary.
- To be a positive role model to others and demonstrate consistently the positive attitudes, values and behaviour which are expected of the pupils.
- To have high expectations of behaviours, promoting self-control and independence.
- To be reflective and willing to learn.
- To carry out break duties and other duties as necessary.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school procedures
- To participate in any relevant meetings/professional development opportunities.

Please note that this role does involve working with children at floor level due to their age.

Notwithstanding all the above, the nature of the Prep School environment will require a far-ranging involvement, and the above job description should not be taken as exhaustive.

DESIRABLE QUALITIES:

- A willingness to participate in the extra-curricular life of the wider school
- Previous experience of leading a Nursery Team through a period of change/development.

How to Apply

APPLICATION

If you wish to apply, please complete the application form available on our website and send it to Katie Johnson, Head, via email to hmsec@castlecourt.com

Candidates are asked not to send CVs.

Please be aware that references and relevant safeguarding checks will be taken up ahead of interviews if you are shortlisted. We will also conduct online searches of shortlisted candidates. This will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the search and will only share information if or when findings are relevant or of concern.

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward.

Please also remember not to mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

CLOSING DATE: Friday 2 October at noon. We would encourage early application where possible.

INTERVIEW DATE: This will likely be held in the week beginning Monday 12 October.

Please note that shortlisted candidates will be given a tour of the school as part of the interview process. We are unable to provide pre-interview tours.

For more information about the school, please visit our website: www.castlecourt.com

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SCHOOL