



HATHEROP CASTLE  
PREP SCHOOL & NURSERY

# DEPUTY NURSERY MANAGER

CANDIDATE PACK

Start date June/July 2024



## INTRODUCTION

An exciting opportunity has arisen for an enthusiastic and engaging professional to join the Hatherop Castle team. We seek an energetic and ambitious Deputy Nursery Manager for May/June 2024. The ideal candidate will have the ability to motivate staff and inspire children, as well as fostering a calm and happy environment where the children feel safe and understood. The successful applicant will support the newly appointed Nursery Manager and SLT to ensure the pupils and staff in the Nursery are supported both pastorally and academically, in a manner that reflects the school's position as an award-winning and highly successful prep school. This is an outstanding opportunity for the successful applicant to further develop the provision in the Nursery and really drive the school's exciting development plan as part of a compassionate and supportive team.

## THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children at Hatherop Castle benefit from a full, challenging and creative curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a flexible boarding provision, all housed within the Castle.





Since joining the Wishford Schools group, the school has enjoyed an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the communal parts of the school. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. In October 2018 a new all-weather surface was completed in our stunning walled garden which has improved our sports provision. We have recently refurbished classrooms in the Pre-Prep and last summer started a full refurbishment of the Nursery, including a new teaching room for transition.

The school is currently enjoying a period of growth with pupil numbers rising. In most year groups there are 2 classes with an average of 12-15 children in each class.

Our Nursery is located centrally within the school grounds and has its own specialist Nursery facility where the children can learn, play and interact together whilst benefiting from the school facilities such as an Astroturf, Performing Art Centre and designated Forest School designed for Nursery use only. The Nursery is currently enjoying a period of re-decoration and re-furnishment both in the classrooms and the outside areas.

Our Nursery provides year-round provision for our children. We welcome children from 2 years old into our Kindergarten year group with the majority of our children moving into Reception in our Pre-Prep.

For more information on Hatherop Castle School, please visit: [www.hatheropcastle.co.uk](http://www.hatheropcastle.co.uk). If candidates would like to get a better feel for the school a selection of videos and films can be found on our [You Tube Channel](#).



## THE OPPORTUNITY

A vacancy has arisen for a Deputy Nursery Manager to support with leading the Nursery Provision at Hatherop Castle School. The successful candidate will be part of a group of experienced, hardworking, and enthusiastic staff and they will be integral to developing the provision of Nursery at Hatherop further. The role is full-time (Monday-Friday) and all year round to support our year round Nursery Provision.

The successful candidate will be confident, driven, and passionate about The Early Years and will also be an organised, committed, and professional individual who is driven by delivering high quality provision and can lead by example.

The person we are looking for may be an ambitious Room Leader or experienced practitioner, looking for their first managerial role or a current Deputy Manager in a similar setting. They will be comfortable directing a team of staff and understand the role they play in creating a positive culture within the work place. Support will be offered by the Head of Pre-Prep and Nursery Manager to ensure that the Nursery staff team have the resources needed to deliver the very best provision.

In return you can expect a competitive salary along with excellent benefits including pension, subsidised childcare, free onsite parking, free meals, free membership at Westonbirt leisure centre and more.

## APPLICATION PROCESS

Applicants should complete the school's application form and submit this online via the TES website or by sending directly by email to [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk). The application form is to be accompanied by a covering letter to the Headmaster, Mr Nigel Reed, of no more than one page.

The closing date for applications is 8am on Friday 12th April 2024. Interviews will be held during the week beginning Monday 15th April 2024.

Applications will be considered on receipt and candidates may be contacted for a zoom interview prior to the interviews in person. Early applications by prospective candidates are therefore strongly recommended.

Hatherop Castle School is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.





# JOB DESCRIPTION

## MAIN PURPOSE OF THIS ROLE

To provide safe, high-quality education and care for children aged 2-4 years. To support with the leadership of the Nursery team, maintaining a happy, positive working environment. A key element of the role is to provide support to the Nursery Manager and to deputise for her when required. The expectation is that the nursery operates at full occupancy. To fulfil legal and statutory requirements including ensuring all statutory adult child ratios and to supervise staff on a day to day basis. To contribute to and implement Nursery policies.

This job description may be amended at any time following the discussion between the Headmaster and Nursery Manager, and the member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

## MAIN RESPONSIBILITIES

- Be responsible to the Nursery Manager, Head of Pre-Prep and Headmaster for their duties, responsibilities and teaching tasks.
- Adhere to the school's ethos, values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- To support the Nursery Manager in leading and supervising the day to day running of the Nursery.
- Take responsibility for teaching the Nursery children and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- Interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- To support the Nursery Manager in leading the development and implementation of an engaging, accessible and relevant curriculum ensuring pupils have the skills to transfer into Reception.
- To be an integral part of the pastoral care and safeguarding of the children within the Nursery, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- Support parents in becoming competent and confident co-educators who are actively involved in their child's development.





## PERSON SPECIFICATION

### EDUCATION & QUALIFICATIONS

- Experience in an Nursery (or equivalent) setting.
- Minimum Qualification of NNEB, CACHE Level 3, NVQ Level 3 or equivalent.
- Knowledge and a willingness to develop experience of the EYFS and of high-quality early years' practice including statutory requirements
- Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion
- Safeguarding certified
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Enhanced DBS Check
- Current paediatric first aid qualification



### EXPERIENCE/KNOWLEDGE

- Strong working knowledge of the Early Years Foundation Stage and current statutory guidance.
- Experience of working with or caring for children ideally in early years settings.
- Recent relevant experience of working in an integrated care and education setting with a 2 – 5 years' provision or Early Years setting.
- Experience of working as a key worker for a group of children and their families.
- Knowledge and proven practical experience of implementing good quality learning opportunities.
- Commitment to equal opportunities and understanding of religious and cultural diversity.
- Ability to create and implement basic systems for child records.





## SKILLS & ATTRIBUTES

- Be an engaging, high quality, energetic practitioner with experience of, or ability to demonstrate potential of; successful leadership and management including the setting of clear goals; effective delegation and time management; an understanding of the importance of performance management and appraisal in a similar environment if possible.
- Have a desire to encourage children to flourish and develop in a fun environment.
- Have a strong and supportive leadership style.
- Have a head for the necessary supporting processes and policies.
- Be able to maintain a nurturing and dynamic ethos within which children can discover and develop their gifts and talents.
- Be able to play a significant role in developing relationships in the local community and raising the school's profile.
- To have a clear understanding of safeguarding and child protection procedures.
- Lead by example in honesty and integrity when dealing with the immediate and wider school community.
- Have the ambition, energy, enthusiasm and commitment to deliver the successful development of Hatherop Castle School.
- Have the drive and determination to create the best possible academic and extra-curricular opportunities for all pupils.
- Have excellent communication skills and ability to build relationships with pupils, parents and colleagues with a natural welcome for Nursery families.
- Excellent management skills.
- Sense of Humour

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Nigel Reed on 01285 750206 or email [nigel.reed@hatheropcastle.co.uk](mailto:nigel.reed@hatheropcastle.co.uk)





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