

Exceptional provision for children aged 3 months to 3 years, in the centre of Ipswich



# The Lodge Day Nursery

BY IPSWICH SCHOOL

**Appointment of  
Nursery Manager**







## **Appointment of Nursery Manager**

**Required as soon as possible**

**Full time, permanent**

**40 hours per week**

**Likely starting salary £26,000 – 28,000 pa**

An exciting opportunity to lead our thriving nursery

We are looking for a dedicated Nursery Manager with an excellent knowledge of Early Years practice and child development. You will continually inspire and motivate staff to provide outstanding teaching and learning by overseeing the operation of the nursery to the highest standards, ensuring that the best possible environment and care are provided for young children.

The role includes office administration and finance of all nursery activities, the effective management of staff recruitment, the supervision of staff and completion of regular staff assessments. You will also supervise the planning and preparation of activities to develop all aspects of a child's individual development in a stimulating atmosphere, whilst maintaining effective liaison with parents and ensuring staff are deployed effectively.

We offer high staff ratios and an excellent support staff team. You should have at least two years' experience as Deputy Manager/Manager and at least a relevant Level 5 qualification.

The Lodge Day Nursery opened in January 2018 and offers full time, year-round care for children from birth to three years, and out-of-school care for children up to eight-years old.

Find out more about us by visiting our website: [www.lodgedaynursery.co.uk](http://www.lodgedaynursery.co.uk)

**Closing Date for applications is noon on Monday 30 September 2019**

## Nursery Organisation

The Lodge Day Nursery opened in the centre of Ipswich, adjacent to Ipswich Prep School, in January 2018. This was a new venture by Ipswich School, and our aim was to provide the highest possible childcare for children aged from 3 months to 3 years.

The Nursery has gone from strength to strength. The numbers of children attending has steadily grown to near capacity in eighteen months, and we have recruited a professional and hardworking team of staff.

The nursery is open 50 weeks a year and provides childcare from 7.30 am to 6.00 pm on Mondays to Fridays. In addition to the children in The Lodge Day Nursery, we also provide out-of-school care, by way of our popular Holiday Clubs; we are currently developing a club for children up to the age of 8 years.

Once children have reached the academic year before they start full time education, they move to the Nursery Class of the Prep School.

The Prep School operates as one unit, from Nursery to Year 6. Whilst there are organisational differences between the ways in which school life is structured for infant and junior pupils, there is no formal separation of the School into two sections.

## The School

Ipswich School is one of the foremost independent schools in East Anglia. It was established prior to 1399 and moved to its present site in 1852. It is a co-educational school with around 1080 pupils aged between rising 3 and 18 and operates a five-day week.

The School has offered places to girls as well as boys since 1993 and prides itself on being truly co-educational. The School comprises a Senior School with over 780 pupils aged from 11 to 18 and the Prep School with some 300 pupils aged from rising 3 to 11.

It is not expected that all children from The Lodge Day Nursery will carry on to the Prep School, but experience has now shown us that many do.

The School (including The Lodge Day Nursery) has four core values **Care, Communication, Passion and Potential**. It is expected that all staff working in The Lodge Day Nursery will uphold these values.

## Facilities

The Lodge Day Nursery is housed in a beautiful Victorian building, which has been completely refurbished to incorporate three 'age rooms'. The baby room and 1-2 year-olds' room are interconnected, and the youngest children are able to sleep in their own cot in the sleep room.

There is a separate library area and a large kitchen, and the children are offered breakfast, a cooked lunch (prepared by our chef) and a cold tea.

The outside provision has an attractive all-weather grass area, tarmacked area and a beautiful veranda opening directly from the downstairs rooms.

The Lodge Day Nursery is also able to use the facilities of the Prep School, which will in time include the swimming pool.

## **Staff**

The Nursery has a generous staffing to allow the highest possible quality of childcare. In addition to the requisite ratios for the direct care of the children, additional staff include the Manager, two Deputy Managers (in ratio 50%), Nursery Chef, Administration Assistant, Caretaker (shared with the Prep) and Cleaners. The Nursery Manager is responsible for the day-to-day management of these staff in The Lodge Day Nursery.

Other staff, such as the School Chaplain, Matron, Bursar and Clerk to the Governors (and his staff), the Estates team, Senior School office staff and the Reprographics Technician are shared with the Prep and Senior Schools.

## **Curriculum**

The Lodge Day Nursery follows the Early Years Foundation Curriculum. In addition, there will be music sessions provided by the Prep music staff.

## **Pastoral Care**

Pastoral care is primarily in the hands of Key Persons under the direction of the Nursery Manager. All staff are responsible for helping to ensure that the children are happy in the nursery and the Nursery Manager, Deputy Managers, Room Leaders, and Nursery Assistants play an integral part in this.

## **Marketing**

All members of staff are expected to support the Nursery Manager and Head of Prep in marketing The Lodge Day Nursery and Ipswich School.

## Hours of Work, Salary and Benefits

- This is a permanent post, subject to satisfactory completion of 12-month probationary period.
- Hours of work: 8 hours per day, 5 days per week (a total of 40 hours per week) to be worked on Mondays – Fridays throughout the year. Please note there is some flexibility with working patterns, but the hours must be worked during the normal nursery opening hours (7.30 am – 6.00 pm Mondays - Fridays).
- An unpaid lunch break of (up to) one-hour should be taken each day.
- The starting salary for this post is likely to be £26,000 - £28,000 per annum, depending on qualifications and experience, and will be discussed at interview.
- Salaries are paid monthly in arrears by BACS on the last working day of each month. A salary review will be carried out upon satisfactory completion of the probationary period, and salaries are reviewed annually thereafter on 1 September.
- The holiday entitlement for the post is 25 working days' paid holiday per year (increasing to 30 days after 5 years' service) plus public holidays, and the holiday year runs from 1 September to 31 August each year.
- **Please note that two weeks' holiday must be taken during the two weeks each year when the Nursery is closed (one week in August and one week at Christmas, excluding Bank Holidays – dates to be confirmed).**
- Childcare vouchers can be purchased where applicable and in accordance with Government regulations.
- After 3 months' service and/or in line with workplace pension legislation, you will be auto enrolled into a defined contribution pension scheme.
- Staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- The School/Nursery runs an appraisal scheme for its staff, to assist in the review and development of their role, and the post holder will participate in this scheme.

## Job Description

In addition to the general requirements of a member of The Lodge Day Nursery Staff, the responsibilities for this post include the following:

### Nursery Manager

**Role:**

To be responsible to the Head of Ipswich Preparatory School, to maintain the welfare of all pupils within The Lodge Day Nursery and lead the staff team within the Nursery.

**Responsible For:**

Deputy Managers, Room Leaders, Nursery Assistants, Nursery Apprentices, SENCo, Catering and Cleaning Staff, Students and Volunteers.

**Liaising With:**

Ofsted Inspectors, Early Years Development Officers, EHO Inspectors, Health & Safety Inspectors, Doctors, Health Visitors, other Childcare Professionals and external agencies.

The Nursery Manager is a member of the Nursery team and is primarily responsible for the delivery of the EYFS Curriculum and welfare of the children and staff in The Lodge Day Nursery.

**RESPONSIBILITIES**

I.

**Operational Responsibilities**

- To be responsible for the day-to-day running of the nursery, ensuring compliance with registration and legislative requirements at all times.
- To ensure that the nursery conforms to and exceeds the requirements of Ofsted.
- To ensure that the nursery consistently meets the requirements set out in the Early Years Foundation Stage to an outstanding standard.
- To uphold and ensure a high standard of care throughout the nursery.
- To implement and maintain the School's Equality policy ensuring that children, parents and the staff team are valued, and practice is positive and non-discriminatory.
- To monitor any safeguarding issues following local authority procedures and act as the Nursery DSL.
- To give regular feedback to The Head of Prep, attending a weekly meeting and informing the Head of Prep immediately of any major concerns about the nursery, including any complaints received, or any situation that may be detrimental to The Lodge Day Nursery or Ipswich School.
- To agree actions to resolve issues and implement accordingly.
- Prepare the nursery for Ofsted inspections and action any recommendations made by the inspector ensuring a minimum 'Outstanding' grade is awarded.
- To encourage the children in self-care, independence, caring for their peers and their environment, and good behavioural standards, setting excellent examples at all times, demonstrating the Nursery/School's Core Values and Aims.

2.	<p><b>Individual Accountability</b></p> <ul style="list-style-type: none"> <li>• To ensure that all staff are aware of their areas of responsibility and to be able to clearly demonstrate an awareness of own areas of responsibility and how these are being met.</li> <li>• To communicate effectively with all members of staff and be professional at all times.</li> <li>• To ensure the Nursery Development Plan and Ofsted Self Evaluation form are kept up to date and all staff are aware of this through Individual Development Plans and regular staff meetings.</li> <li>• Work within the margins of confidentially respecting information pertaining to children, parents and staff.</li> <li>• Identify those whose practice does not comply with organisational and legal requirements, agree action plans with the Head of Prep and take steps to resolve issues.</li> <li>• Manage own time to complete tasks effectively, prioritising workload and delegating tasks to The Lodge Day Nursery management team. Monitor and evaluate progress of delegated tasks, providing constructive feedback.</li> <li>• To contribute and participate in the development of new ideas.</li> <li>• To keep up to date on all current childcare issues.</li> <li>• To take overall responsibility for the safety and wellbeing of the children, ensuring that their needs are met.</li> <li>• To make recommendations for the future development and long term vision of the nursery.</li> <li>• To ensure that the nursery is fully resourced with essential items to allow for full implementation of the Early Years Foundation Stage and Health &amp; Safety legislation.</li> <li>• To attend and contribute at other School meetings as required.</li> <li>• To be a key holder for The Lodge Day Nursery.</li> </ul>
3.	<p><b>Personnel</b></p> <ul style="list-style-type: none"> <li>• To be accountable for staffing within the nursery ensuring that appropriate ratios of qualified to unqualified staff and children to staff are maintained at all times.</li> <li>• To maintain a list of appropriate bank staff.</li> <li>• To ensure staff recruitment vacancies are advertised in line with the School's recruitment policy and procedures, and in consultation with the Head of Prep.</li> <li>• To be responsible for the recruitment of new members of staff ensuring that all recruitment processes comply with School policy, employment legislation and Ofsted requirements.</li> <li>• To liaise with the Lower Prep Phase Leader for all temporary staff requirements.</li> <li>• To ensure that all new staff members receive a formal induction during the probationary period and complete probationary reviews within the stated time scale.</li> <li>• To maintain accurate and up to date personnel records for all employees within the nursery in liaison with the Bursary/HR staff.</li> <li>• Monitor and develop the work of the staff team against the criteria set in their job descriptions.</li> <li>• To ensure that all staff receive an annual appraisal producing an Individual Development Plan.</li> <li>• Maintain the School's supervision and appraisal system, assessing and appraising the performance of staff members, providing opportunities for further informal meetings if necessary.</li> <li>• Identify and deal with poor performance with agreed action plans with individual, clear targets and goals, realistic timescales and opportunities for constructive feedback and monitoring, ensuring that all documentation is accurate and signed.</li> <li>• In consultation with the Head of Prep, deal with grievance and disciplinary matters in accordance with School procedures.</li> <li>• Establish and maintain effective working relationships in the staff team, through regular staff meetings, team meetings, training sessions and with open and honest communication.</li> <li>• Provide constructive, honest, feedback to support and encourage all staff.</li> <li>• Manage staff annual leave requests to ensure staffing requirements are met.</li> <li>• Monitor staff sickness, unauthorised absence and staff turnover reporting findings and proposals for implementation to the Head of Prep.</li> <li>• To establish good professional relationships with colleagues working in other nurseries.</li> </ul>



4.	<p><b>Finance and Administration</b></p> <ul style="list-style-type: none"> <li>• Implement financial controls and ensure that set budgets are not exceeded.</li> <li>• Monitor budgets against overall targets and goals, prepare for and attend budget meetings and plan remedial action for problem areas.</li> <li>• To maintain accurate budget information.</li> <li>• To prepare reports as necessary, including statistical analysis of occupancy and financial reports.</li> <li>• To ensure that all relevant statistics are available on request and submitted when necessary.</li> <li>• To monitor occupancy to ensure places are utilised to their maximum potential and future requirements are met and effectively managed.</li> <li>• To ensure that petty cash is used appropriately and accurate records are maintained and submitted monthly.</li> <li>• To confirm accurate direct debit lists ensuring compliance with direct debit legislation at all times.</li> <li>• To prepare and submit payroll amendments on a monthly basis ensuring a high degree of accuracy.</li> <li>• To keep the Head of Prep informed of staff leavers and any relevant changes following pay roll submission.</li> <li>• To ensure that all supplies are used with due economy.</li> <li>• To ensure prior authorisation is sought for any expenditure outside set budgets.</li> <li>• To keep all computer systems and records up to date and accurate at all times and to be aware of the Data Protection Act and its implications.</li> <li>• To maintain children's records to a high standard with due regard to confidentiality.</li> <li>• To observe children through play to identify their individual needs and monthly aims.</li> <li>• To assist staff in the carrying out of observations and evaluations of children's activities.</li> <li>• To maintain personal contact with parents through meetings, parents' evenings, open days and informal conversations.</li> <li>• To ensure that all parents are fully informed about the nursery and that new parents are welcomed appropriately giving due regard to their concerns and questions.</li> <li>• To communicate effectively with parents through a monthly newsletter informing them of nursery activities and developments.</li> <li>• To ensure that all parents have signed a contract and agreed terms and conditions.</li> <li>• To monitor and maintain the key worker/person system.</li> <li>• To monitor and collate H.S.E logs and information.</li> </ul>
5.	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>• Ensure that all staff deliver high quality customer service at all times.</li> <li>• Ensure that all staff are trained to have regard for the parents'/prospective parents' needs and information is communicated clearly and positively.</li> <li>• Complete all marketing paperwork, follow up enquiries, visits and calls in collaboration with the Prep Admissions Manager.</li> <li>• Effectively market the nursery in the local community, utilising local events to promote the nursery's image when appropriate.</li> <li>• To manage and maintain the waiting list.</li> <li>• To devise an action plan to ensure that occupancy levels can be maintained throughout seasonal variations.</li> </ul>
6.	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>• To be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.</li> <li>• Through regular supervision, identify individual and nursery development needs ensuring these needs are met through appropriate training.</li> <li>• In conjunction with the management team, provide information on appropriate training courses and learning opportunities for staff.</li> <li>• Ensure all staff are aware of how to access training.</li> <li>• To ensure that funding is authorised and relevant paperwork is completed.</li> </ul>

### **Training and Development (continued)**

- Monitor and evaluate effectiveness of training through staff members' evaluation after training, following agreed actions to improve practice.
- To organise and implement on the job training within the nursery.
- To ensure that trainee staff have experience with different age groups and that appropriate learning objectives are assessed and evaluated accordingly.
- To ensure that areas for development on Individual Development Plans are worked towards at all times.
- To keep abreast of current issues and attend training as necessary.

7.

### **Health & Safety**

- To ensure that the physical environment of the nursery is maintained to comply with the requirements of the Health and Safety at Work Act.
- To ensure that daily Health and Safety checks are carried out.
- Be aware of and comply with EHO and COSHH regulations.
- Work with the Health and Safety Officer of Ipswich School to ensure appropriate training is given, and staff are appropriately supported, by relaying School policies and practices to staff.
- Ensure that all staff are aware of their own responsibilities.
- Ensure that all security systems are fully operational and access is denied to unauthorised personnel.
- Ensure that all risk assessments are up to date, and fire drills are carried out on a regular basis and recorded accurately and promptly.
- To bring any problems to the attention of the Head of Prep and ensure the Estates Team rectify issues.
- To have clear knowledge of procedures to be followed in case of emergency e.g. Fire, and accident, completing and submitting relevant paperwork.
- To oversee all medication administration within the nursery, following medication policy.
- To assist in the requisitioning for repairs and replacement of equipment.
- Operate high standards of cleanliness and hygiene within the nursery.
- To ensure that staff carry out appropriate indoor and outdoor equipment checks, checking the garden before each use.
- To ensure the nursery is kept clean and hygienic at all times and to carry out minor cleaning duties throughout the day following the Environment Cleaning Policy.
- To ensure that staff carry out regular cleaning of equipment and that it is recorded accurately.
- Ensure that the nursery is safely secured and alarmed at the end of each day.
- To ensure that equipment and resources used are of suitable design and condition, well maintained and conform to safety standards.

*This list is not exhaustive and duties may be changed or added to as determined from time to time.*

## Member of The Lodge Day Nursery Staff

**Role:** To be responsible to the Manager of The Lodge Day Nursery and ultimately the Head of the Prep to maintain the welfare and pastoral care of all children within the Nursery, by supporting the School's ethos, to provide high standards of teaching, behaviour and the right conditions for effective learning.

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| 1. | <p><b>General:</b></p> <ul style="list-style-type: none"><li>• To support the School and its aims by example and commitment.</li><li>• To observe professional standards, as outlined in the Nursery Handbook, or as directed by the Manager.</li><li>• To be supportive of colleagues, and of decisions taken by the Nursery and the School, by showing discretion and confidentiality when dealing with children, parents (current, or prospective) and colleagues.</li><li>• To attend events which may involve up to three Saturdays in a year for marketing purposes.</li><li>• To attend staff meetings and other meetings appropriate to your role within the Nursery.</li><li>• To be punctual.</li><li>• To set high expectations of conduct, appearance and diligence and to monitor standards in these matters.</li><li>• To maintain standards of manners and general behaviour amongst children in the Nursery, in the playground, in the dining room and on trips and special occasions in and around the Nursery.</li><li>• To adhere to the Professional Code of Conduct at all times.</li></ul> |
| 2. | <p><b>Pastoral:</b></p> <ul style="list-style-type: none"><li>• To identify and respond to individual children's needs.</li><li>• To inform the Manager and Deputy Manager about issues with individual children.</li><li>• To respond appropriately to concerns from parents and inform the Manager and, as it concerns them, colleagues.</li><li>• To carry out duties as may be reasonably required by the Manager.</li><li>• To be consistent and fair in all dealings with children.</li></ul>  |

## **Closing Date and Interview Arrangements**

Completed, handwritten, application forms, alongside a letter of application, outlining relevant experience and suitability for the post, should be returned by post/hand delivery to:

Mrs Amanda Childs, Head, Ipswich Preparatory School, 3 Ivory Street, Ipswich, IPI 3QW  
by **midday on Monday 30 September 2019**. Please mark the envelope Private and Confidential.

***Please note we are not able to accept electronically completed application forms for this post.***

There will be at least a two stage interview process for this appointment.

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

If we have not been in touch with you by **31 October** then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

- Ipswich School (including The Lodge Day Nursery) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Employees must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service and to sign a declaration that to the best of your knowledge, there are no persons over the age of 18 who live with you who would be disqualified from working with children. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School Policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School she/he must report any concerns to the School's Safeguarding Children Officer (The Lodge Day Nursery Manager for LDN children, the Prep Head for Prep pupils, the Senior Deputy Head [Pastoral] for Senior School pupils).
- All Ipswich School employees are expected to attend training in safeguarding children as directed.
- Employees are advised that in the interests of the health and safety of all its children, pupils and employees, Ipswich School operates a No Smoking Policy. Strict observance of this Policy is a condition of employment at the School as is compliance with the statutory restriction on smoking in public places.

September 2019