



THE ORATORY PREP SCHOOL

Nursery Manager

The Oratory Prep School (OPS) is an independent day and boarding school providing an enriched education to boys and girls aged 2 to 13. Benefitting from being part of the wider Bellevue Education group, we are committed to delivering exceptional teaching; combining the best of tradition with the latest innovations. Set within 65 acres of Oxfordshire countryside with outstanding facilities, we nurture happy, balanced, confident and inquisitive children.

The Nursery Manager is responsible for the overall day to day running, care and education of the children within the nursery. Little Oaks is the Nursery provision for the OPS with children aged 2 to 4 and is open 50 weeks a year. Our aim is to provide the best possible education for its pupils and staff are expected to maintain very high standards. There are strong links and support from the Head of Junior Prep and the Senior Leadership Team. This role will report to the Head of Junior Prep.

Main Duties:

- Lead and manage the Little Oaks Nursery and Kindergarten provision for the School taking responsibility for the welfare, care, learning and all round development of children in Little Oaks Nursery.
- Manage the Little Oaks staffing team, including recruitment, staff planning, rosters and performance management.
- Help to formulate the aims and objectives of the Foundation Stage/Early Years and policies for their implementation
- Keep up to date with current issues in teaching and learning and in school improvement in the Foundation Stage/Early Years and to share this with staff
- Monitor and evaluate the impact of the policies, practices, targets and priorities in the EYFS, identifying developments needed and working with the Head of Junior Prep to achieve these
- Act as the Deputy Designated Safeguarding Lead
- Teach pupils in the Nursery/Kindergarten Class
- Play a major role in the development of high quality teaching and learning in the EYFS including the monitoring of curriculum planning and the giving of feedback and advice and assisting and supporting colleagues with the planning and delivery of the EYFS
- Act as a mentor to the EYFS staff where appropriate
- Ensure that parents and pupils are well informed about the EYFS curriculum/development matters, attainment and progress and are able to understand and contribute to targets for improvement
- Write reports and attend parent meetings

- Promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement policies and procedures to foster them
- Liaise with colleagues in order to support the successful transition of all pupils through the Early Years from Nursery to Reception.
- Ensure that a high standard of care and good order for all children is maintained
- Promote and safeguard the welfare of all children
- Promote a happy and welcoming atmosphere for children, parents, staff and visitors.
- Fully support the life and work of the school
- Develop and maintain positive and effective professional relationships with colleagues, parents, the local community and Governors
- Develop and maintain links with the LA Advisory and Support Services
- Attend INSET and Full staff meetings when required.
- Be proactive in matters relating to health and safety.

Because of the evolving nature and changing demands of the school, the employee must understand that his/her job description is to be seen as a guide only as examples of the type of duties, which he/she is, expected to undertake.

Requirements:

- Appropriate Early Years Qualification or equivalent
- GCSE English & Mathematics or equivalent at grade A-C
- Experience working with young children and/or in a nursery provision
- Understanding of the EYFS framework
- Excellent communication skills to deal with both colleagues and parents
- A passion for supporting children in education, energetic, enthusiastic and motivated when working with children.

Applications:

Please send your applications together with a covering letter to Human Resources, The Oratory Prep School at humanresources@oratoryprep.co.uk.

The Oratory Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service.