

School details: Kingsway Primary School, Valley Gardens, Kingsway, Gloucester, GL2 2AR

Email – nursery@kingsway.gloucs.sch.uk Tel: 01452 725293

Post title – Nursery / Pre School Deputy Manager

Grade – 5

Hours – 35 hours per week (term time only)

Contract – Permanent

Closing date – 12th July 2024

Interview date – TBC

Start date: September 2024 - Negotiable for the right candidate

The KEY Nursery at Kingsway Primary School is a highly rewarding place to work with passionate, dedicated staff who seek to provide the very best experiences for every child. We welcome candidates who share this like-minded vision and want to offer pupils an exceptional education.

We have a strong reputation for excellent teaching and learning across the locality and with all of our stakeholders: children, parents, staff and governors are proud of our work.

We are looking to appoint a passionate and committed Nursery Deputy to work in close collaboration with our school and assist the manager in leading an able and knowledgeable staff team. The Key Nursery at Kingsway Primary School is of medium size and provides an educationally rich, stimulating and enjoyable environment to children aged 2 - 4 years. The safe and nurturing setting provides an excellent standard of care to all children across both the toddler and a pre-school rooms and benefits from the teams at the school who provide additional support with safeguarding, finance and SEND management.

We seek applications from candidates that wish to ensure the highest standards of provision, who wish to contribute their vision to the development of the setting and working closely with the school.

We can offer you:

- Supportive relationships from the Nursery Manager and school's leadership
- Active support for nursery management and development from the school
- Close working relationship with the school SLT and EYFS teachers
- Professional development (including training) and career opportunities
- An exciting and fun environment with good facilities
- Use of the school facilities to support nursery provision
- wonderful children who love to learn and thrive from exciting opportunities
- the opportunity to make a difference to the lives of children who need a great teaching partner
- free access to our Employee Assistance Programme that provides free, confidential, counselling and advice for employees, available 24 hours per day, online and by telephone
- the Cycle to Work Scheme
- Gloucestershire County Council Pension Scheme

We are looking for someone who has:

- Level 3 Early Years Education and Childcare Qualification (or above)
- A commitment to safeguarding and high quality care across the provision
- Proven ability to take on leadership tasks within a nursery setting
- Sound admin/ICT skills and a willingness to support with nursery finances
- A good understanding of child development, and of children's needs.
- The ability to plan and implement a range of activities for children based around the setting's curriculum model
- Enthusiasm and a positive attitude

- Excellent communication skills both written and verbal
- Excellent knowledge of the EYFS framework

You will be required to:

- Assist the Manager to run the nursery on a day to day basis
- Complete a range of administration tasks
- Supporting the management of 5/6 staff including appraisals and staff training
- Take a lead on planning and implementing the curriculum
- Contribute to and implement all nursery policies and procedures
- Develop and implement partnership working with parents: building positive relationships; arranging events; managing drop in sessions
- Maintain and enhance the present high standards, ethos and reputation of the setting
- Promote the nursery through effective marketing and managing occupancy

Please see the information pack and advert on our website for further information. Visits to the nursery and the school are encouraged; please call reception on 01452 725293 or email us to arrange an appointment.

Application packs and a job description are available to download from the school website, www.kingswayprimary.org.uk (found under the 'about our school' tab) or by contacting the Nursery office on Nursery@kingsway.gloucs.sch.uk

Kingsway Primary School and The Key Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check and any other vetting procedures as appropriate.

Appointments to the school are made with reference to the latest safeguarding guidance and Keeping Children Safe in Education and will involve additional safeguarding checks including DBS checks and references. Furthermore, the school may conduct online searches of publicly available information as part of due diligence with shortlisted applicants.