



Appointment of:
Nursery Manager

www.brackenfieldschool.co.uk



Welcome to Brackenfield School

I am delighted that you are considering applying for our Nursery Manager position at Brackenfield School.

Founded in 1977, we have been Harrogate's Prep school for over 40 years. This is long enough for our school to witness the circle of life! We are now welcoming parents who were once pupils here themselves. Margie Sutcliffe, the founding Head, established a family ethos at Brackenfield that now lives on in perpetuity. More than anything else, children are happy and cared for here; we are an extended family.

Joe Masterson,
Headmaster



About Us

Brackenfield is an independent Prep School for children aged 2 - 11. Situated within a 5 minute drive from the centre of Harrogate, Brackenfield prides itself on its warm and caring atmosphere. Our hardworking staff and family-centred ethos allow our pupils to achieve the best possible outcomes.



Our Mission Areas:

Activities

Community

**Curriculum
&
Learning**

**Outdoor
Education**



Our Aims

Our mission areas provide a clear focus for all that we do. Our attitude and behaviours are underpinned by our six core values:

Kindness, Honest, Respect, Initiative, Perseverance and Confidence.

Through our Mission and Values, we aim to inspire a love of learning. We want every child in our school to be happy and confident. Our teachers identify and deliver learning opportunities for pupils to best acquire a vast knowledge base and to develop the learning skills which ensure academic, personal, social and emotional success. We strive to make the most of individual talent, and we expect every child to leave our school as an independent learner, ready for the next challenge.

Our newly introduced Ultimate Bracken Award has been created to run alongside our broad curriculum. This comprises a multitude of activities for pupils to participate and engage in. Almost all the activities and tasks are underpinned by the school's four core mission areas. These activities are to be independently considered and completed.





Our Nursery

At Brackenfield's nursery, we aim to give our children the best possible start, so they are happy, confident, active, sociable, and ready for school. Whether in the Wrens Class (2–3-year-olds) or the Robins Class (3–4-year-olds), children enjoy age appropriate activities that allow each one to extend their social, communication, and thinking skills alongside their problem solving capabilities. We aim to identify each child's unique interests and abilities, planning activities that will engage and inspire them to discover more about the world around them.

Brackenfield Nursery offers a stimulating environment for young children, featuring well-equipped classrooms, space for music and indoor play, and an expansive playground with engaging resources. As part of the main school, we benefit from exceptional facilities and expert teachers.

- **Open 50 weeks of the year**
- **Perfect for busy, working families**
- **Qualified and experienced Early Years staff**
- **Daily specialist teaching**

Purpose of role:

The Nursery Manager is responsible for leading nursery provision at Brackenfield School, ensuring that it is of the highest quality and that it is delivered in accordance with The Early Years Foundation Stage Framework and ISI/ OFSTED requirements as set out in the Independent School Standards. The role must deliver a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.

What do you have to achieve?

- Deliver high standards of care and education, reflecting the Brackenfield School values.
- Meet compliance and regulatory requirements.
- Lead staff to feel supported and developed in their roles.
- Foster positive and effective relationships with families.

Hours of work:

40 hours per week - All Year Round, inclusive of holidays.





Key Responsibilities:



Leadership and Management

- Provide overall management and leadership for the nursery, ensuring the efficient and effective running of the setting.
- Supervise, support, and mentor nursery staff, ensuring appropriate staff-to-child ratios at all times.
- Liaising with the Head of EYFS, conduct staff supervisions, and identify training needs to enhance professional development.
- Implement and uphold nursery policies and procedures, ensuring compliance with safeguarding, health and safety, and early years legislation.
- Ensure all staff are aware of and adhere to child protection procedures, responding appropriately to any incidents, accidents, complaints, or emergencies.



Curriculum and Learning Environment

- Plan and oversee the delivery of a high-quality, play-based Early Years Foundation Stage (EYFS) curriculum tailored to individual children's needs and progress.
- Ensure that both indoor and outdoor environments provide engaging, educational, and developmentally appropriate learning experiences.
- Take responsibility for planning activities in the Robins Room (3-4 year olds) and ensuring the Wrens Room (2-3 year olds) meets all EYFS requirements.
- Organise and oversee the key person system, ensuring that each child has a designated staff member responsible for their care and development.



Curriculum and Learning Environment

- Monitor and evaluate children's progress, ensuring assessments and observations are delivered on our digital platform.
- To support the development of outstanding and improving practice with regards to SEND and inclusion, and to ensure that teaching is adapted to cater for children's individual needs.
- To establish, develop and maintain professional working relationships with relevant Local Authority departments, regulatory bodies and other agencies, and ensure that provision in the Nursery meets the requirements of the Local Authority in relation to nursery education grant funding.

Safeguarding and Compliance

- Ensure the nursery consistently meets ISI (Independent Schools Inspectorate) requirements, as well as the school's mission areas, and values. This includes adherence to Keeping Children Safe in Education and Working Together to Safeguard Children, and other relevant statutory documentation.
- Liaising with the school's Compliance Manager, maintain a safe and secure environment, implementing risk assessments and health and safety procedures.
- Ensure all staff receive regular safeguarding training and remain updated on changes in legislation and best practices.





Parent and Community Engagement

- Develop strong partnerships with families, ensuring they are actively involved in their child's learning and development.
- Work alongside the wider school community to integrate nursery children into whole school activities and events.
- Communicate effectively with families, addressing any concerns, queries, or feedback in a professional and timely manner.
- Be the welcoming expert to all visitors, prospective families and alumni.
- Work collaboratively with the Admissions team to ensure a smooth and effective admissions process, providing potential families with up-to-date information.
- Monitor and track nursery occupancy, identifying when sessions are full and where availability remains.

Person Specification: Nursery Manager

	<p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">These are qualities without which the applicant could not be appointed.</p>	<p style="text-align: center;">DESIRABLE</p> <p style="text-align: center;">These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</p>
Qualifications	<ul style="list-style-type: none"> A minimum of Level 3 Early Years qualification or equivalent. 	<ul style="list-style-type: none"> A paediatric first aid qualification (or a willingness to undergo training). A DSL qualification (or a willingness to undergo training). A suitable Level 2 qualification in maths (must be undertaken within 2 years of assuming the role).
Experience	<ul style="list-style-type: none"> At least two years' experience of working in an early years setting, or at least two years' other suitable experience. Experience of working effectively with staff and management at all levels. 	<ul style="list-style-type: none"> Relevant supervisory experience
Skills and Knowledge	<ul style="list-style-type: none"> Extensive knowledge and understanding of the EYFS framework, SEND Code of Practice, Independent School Standards, OFSTED and ISI regulatory frameworks. Strong people management skills with the ability to lead and motivate a staff team. Excellent organisational skills with an ability to plan, prioritise and meet deadlines. Excellent interpersonal skills Excellent oral and written communication skills. Good level of IT skills (Microsoft Office products) 	<ul style="list-style-type: none"> Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor

Person Specification: Nursery Manager

	<p style="text-align: center;">ESSENTIAL</p> <p style="text-align: center;">These are qualities without which the applicant could not be appointed.</p>	<p style="text-align: center;">DESIRABLE</p> <p style="text-align: center;">These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</p>
<p style="text-align: center;">Personal Competencies & Qualities</p>	<ul style="list-style-type: none"> • Ability to communicate at all levels. • Able to work on own initiative and organise own workload. • The ability to work as a member of a collaborative team as well as independently. • Have the capability to remain calm and to cope with the unexpected. • Competent and personable. • High degree of personal drive and motivation. • Willing to be flexible and work outside normal working hours as required. • Ability to demonstrate initiative. • Excellent team player Committed to achieving high standards. • Committed to keeping abreast of best practice and relevant legislation. 	
<p style="text-align: center;">Safeguarding</p>	<ul style="list-style-type: none"> • Full understanding of safeguarding requirements. • Commitment to implementing whole school policies relating to the safeguarding of children. 	<ul style="list-style-type: none"> • Level 3 Safeguarding • Safer recruitment training



Information for Applicants

Safeguarding: Brackenfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Compliance Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities: Brackenfield School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, experience) in selection and recruitment.



How to Apply

To arrange a visit before applying or a Teams/phone call with the Headmaster, please email: office@brackenfieldschool.co.uk or call 01423 508558.

To apply for this role, please complete the application form, providing full details of your education and employment history, including any unpaid or voluntary work. We understand that sometimes people have gaps in employment, where there are gaps, please state the reasons (e.g. gap year, career break, unemployed, etc.). We require details of two referees, one of which must be your current or most recent employer. Please ensure that all sections of the application form are completed.

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Brackenfield School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.



Applying for the Role

To apply for this role, please complete the application form, providing full details of your education and employment history, including any unpaid or voluntary work. We understand that sometimes people have gaps in employment, where there are gaps, please state the reasons (e.g. gap year, career break, unemployed, etc.). We require details of two referees, one of which must be your current or most recent employer. Please ensure that all sections of the application form are completed.

Interview & Selection Process

Candidates who meet the role requirements will be short listed - contacted either in writing or over the phone to arrange an initial conversation about the role and to establish your skills and knowledge against the requirements of this role. Specific questions will be asked to assess your suitability to work with children. Following this initial conversation, you may then be invited in for a face to face interview. When attending a face to face interview, please ensure that you bring along your birth certificate, Passport and proof of address for us to confirm your Identity. All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. If you are successful in your application, we will contact you to offer the role, once you have accepted this verbally, a formal offer letter will be sent out. Should you require any reasonable adjustments to be made as part of the recruitment process, please let us know.

Induction & Continuous Professional Development

The Headmaster and governing body, Forfar Education, are committed to ensuring your well-being and continuous professional development in this role. On appointment, the Headmaster will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations. You will be offered the opportunity to further develop your professional knowledge by participating in school and Trust training events and other relevant training offered through external providers where appropriate. Working towards further qualifications including national professional qualifications is encouraged.

Pre-employment Checks

We will contact both of your referees and must have satisfactory responses from both contacts prior to the commencement of employment. As part of our due diligence, we will conduct online barred list checks, a Disclosure and Barring Service check, as well as social media and internet checks. These checks must be satisfactory before commencement of employment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be considered. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. Prior to commencing employment, the school is required to make a mandatory check on the Teaching Regulation Agency to ensure a teacher is not prohibited from teaching. Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.