



RECRUITMENT PACK IBSTOCK NURSERY

Deputy Nursery Manager

Contract Type: Permanent

Working Hours: 37 hrs per week

Salary: Grade 7, pay point 11 – 14, £25,998 - £27,273 per annum

Commencing: Easter 2025



inspiration **i**nnovation **i**ntegrity

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Join Our Team!

Ibstock Nursery is seeking an enthusiastic Level 3 Early Years Practitioner with experience working with children under 5 to join our wonderful team on a casual basis. This role is about more than just providing high-quality care; it's about making a meaningful impact on each child's individual needs and development.

Why Work With Us?

- **Supportive environment:** You'll work alongside a team of welcoming and supportive practitioners in a fun and engaging atmosphere, fostering teamwork and collaboration.
- **Professional growth:** Gain valuable experience in a respected nursery with over 20 years in early years education, enhancing your skills and career prospects.

About us:

Ibstock Nursery is a vibrant and friendly childcare facility providing exceptional care and education for children aged 3 months to 4 years. Located at Ibstock School, we are well-regarded in the community and conveniently situated with free on-site parking, close to major road networks including the M1 and A42.

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and we expect all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

Application Details:

Closing date for applications: 9 am on Thursday 6 March 2025

Interviews: w/c 10 March 2025

February 2025

Dear applicant

Deputy Nursery Manager

Thank you for your interest in the post of Early Years Practitioner at Ibstock Nursery. We are looking to appoint a suitably qualified person to join our team on a casual basis at the earliest opportunity.

Context

Ibstock Nursery is a vibrant and friendly childcare facility providing exceptional care and education for children aged 3 months to 4 years. Located at Ibstock School, we are well regarded in the community and conveniently situated with free on-site parking, close to major road networks, including the M1 and A42.

About the role and you

The successful candidate will possess knowledge of the EYFS curriculum and other national standards/codes of practice and be willing to extend their knowledge of best practice in Early Years care and education. They will be an effective communicator, behave in a professional manner with the team, parents and external agencies. It is essential that they are able to offer a positive, committed and flexible approach to working within a childcare environment and most importantly, have an awareness at all times of health & safety requirements in the nursery.

Job purpose

- Work under the direction of the Manager and deputise as and when required.
- Ensure all children are safeguarded and their welfare and safety is promoted.
- Support the aims and objectives of the nursery and assist the Manager in the organisation of a high-quality establishment for children from birth to four.
- Provide high standards of care and early learning, including monitoring and reviewing provision and provide a safe, caring environment to enable the personal, emotional, social and educational development of children, through individual attention and group activities.
- Support the team to provide an enabling environment in which all individual children can play, learn and develop.

How to apply

We encourage you to visit our website for more detailed information about the school and nursery and further information about the vacancy. Informal enquiries are welcomed by emailing nursery@ibstockcollege.co.uk or by calling 01530 265829.

Applications should be made via our Eteach portal by clicking on the link below and should be received no later than **09.00am on Thursday 6 March 2025**.

<https://www.eteach.com/careers/lifemultiacademytrust/>

It is anticipated that interviews for shortlisted candidates will take place shortly afterwards.

The application process

Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks, including an online check.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

We look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

Yours sincerely

Nicola Koncarevic

Executive Headteacher
Ibstock School

JOB DESCRIPTION

Deputy Nursery Manager

Salary range: Grade 7, pay point 11 - 14

Line manager: Nursery Manager

Core purpose

To develop everyone's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to educate children who can think independently, behave responsibly and continue to learn successfully.

To support the development of the day nursery through effective teamwork at all levels and through wholehearted and effective support of the school's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

To follow and embed the nursery's vision statement:-

At Ibstock Nursery we aim to provide a safe, welcoming and friendly environment for children to achieve excellence through play and learning. We recognise the individuality of all children and their entitlement to high quality care and education. We aim to ensure the atmosphere in our provision enables all children to feel valued, secure and included.

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- Support the team to provide an enabling environment in which all individual children can play, learn and develop.

Main duties and responsibilities

- Follow the nursery safeguarding procedure to ensure all children are kept safe, well and secure and ensure all team members are able to do the same.
- Promote the aims and objectives of the nursery.
- Promote the high standards of the nursery at all times to parents, staff and visitors.
- Assist the Manager in showing parents around the nursery facilities and sending out information to prospective families.
- Ensure the provision of high standards of physical, personal, social and emotional care.
- Promote the Little Wandle phonics programme and empower all practitioners to do the same with children and parents.
- In the absence of the manager, lead a team of professional workers and ensure good practice at all times.
- Assist the Manager in setting and implementing objectives and policy for the nursery.
- Assist with planning and organising staffing schedules and holiday rotas to ensure adequate staffing levels are maintained in accordance with regulatory body guidelines and nursery procedures.
- Responsible for implementing administrative procedures such as registration, place allocation, and other related matters.
- Responsible for maintaining records of finance including customer accounts, issuing invoices and credit notes as required.
- Responsible for compiling, compliant Early Years Funding claims, and ensuring submission meets required deadlines.
- Assist the manager planning and implementation of Ofsted activities

Considerations

- a. Whilst the post holder is not responsible for a specific group of children they will be required to cover some lunchtimes and staff absence in conjunction with the Manager.
- b. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- c. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- d. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- e. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

PERSON SPECIFICATION

Deputy Nursery Manager

QUALIFICATIONS AND EXPERIENCE	
Essential	Desirable
<ul style="list-style-type: none"> - Qualified to a minimum of NVQ level 3 in childcare Early Years Qualification in line with the government’s early years qualification guidelines - Paediatric First Aid qualification - Basic food hygiene qualification - Child protection/safeguarding training - An awareness of supporting the needs of vulnerable children and those with SEN 	<ul style="list-style-type: none"> ● Certificate in Management ● Early Years Foundation Degree ● Experience of CPOMS ● Experience of observing staff
KNOWLEDGE AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none"> - Knowledge of EYFS curriculum and other national standards/codes of practice - Knowledge of Keeping Children Safe in Education - 3-5 years' experience in a supervisory role - Ability to communicate positively with children, parents and external agencies - Ability to offer a positive, committed and flexible approach to working within a childcare environment - Awareness, at all times, of health & safety requirements in the nursery. 	<ul style="list-style-type: none"> - Preparation of staff rotas - experience in a supervisory role

PERSONAL ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> - Good interpersonal skills shown through your ability to communicate clearly and easily with staff, parents and others. - Ability to problem solve. - Multi-task in a fast paced environment. - Proficient IT skills (Microsoft package) - Resilient and ability to challenge behaviours - Ability to work flexibly to meet the practical demands of the role - An enthusiastic team player with a willingness to work with all staff across the nursery and school - Professional, friendly and flexible approach to work - Integrity, empathy and patience - Able to manage sensitive and confidential situations - Self-motivated - Ability to interpret instructions and implement effectively - Loyal and dependable - Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010 	<p>Experience of working with an MIS system, eg Family</p>

This post is not subject to the Rehabilitation of Offenders Act and an appropriate Enhanced DBS check is required.

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,

	discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.
Presumed Professionalism	We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.
Development of Professional Capital and Excellence	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <p>The National Professional Qualification for Senior Leadership (NPQSL)</p> <p>The National Professional Qualification for Headship (NPQH)</p> <p>The National Professional Qualification for Middle Leadership (NPQML)</p> <p>The Outstanding Teacher Programme (OTP)</p> <p>Initial Teacher Training (ITT)</p> <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are led by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
Great Access to Progression and	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional

Leadership Responsibility	progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LIFE Multi Academy Trust and our school