



**ST JOSEPH'S  
COLLEGE**

Appointment of

**Nursery Manager:**

Full time - All year round

## **Our Values**

St Joseph's College promotes a love of learning. The School enables all its pupils to maximise their academic potential and to develop their individual talents in a caring, Christian community which fosters sensitivity, confidence, a sense of service and enthusiasm for life.

### **Our Vision**

Continue to grow our nurturing environment, in which students are inspired to reach their full potential.

### **Our Mission**

At St Joseph's College, academic achievement, ideas, intellectual curiosity, collaboration and resilience are of equal importance.

### **Our Core Values**

Aspiration, Respect, Confidence







## **Our Aims**

**For the needs of each student's mind, body, heart and spirit to be met, so that each one:**

- aspires to, and achieves, their academic and personal best
- experiences an inspiring, progressive all-round education, which prepares them fully for their future
- takes an active and positive role in their College, developing personal leadership skills whilst offering service to local, national and international communities.
- develops faith, self-confidence and self-esteem
- acts with integrity, showing respect for themselves and others
- explores their individuality & creativity and learns to use their initiative



### **The Opportunity:**

We are looking for a dynamic Nursery Manager to join our warm, welcoming team at Little Jo's Nursery. This is a unique opportunity for someone who is dedicated to making a real difference in the lives of children, and equally committed to supporting and empowering their team. If you are the kind of leader who thrives on nurturing both children and staff, then we want to hear from you!

**This is a full time post, all year round.**



## The Environment:

St Joseph's College is an independent school with Christian values that gives everyone the space to thrive and has a community of people with all faiths and none. Being part of the St Joseph's community is a once-in-a-lifetime experience. We provide a stable foundation for the children and students and we take happiness very seriously, in every part of our community.

At St Jo's we support the intellectual, spiritual, physical and emotional growth of every pupil. We firmly believe that children who thrive are the happiest of all and this creates an environment that is inspirational for staff as well as students.

An energetic and forward-thinking College, St Jo's is a day and boarding school for boys and girls aged 2-19 years. The Prep School is almost entirely made up of day pupils and there are only the occasional activities for the children at weekends. We do not have lessons on Saturdays.

The Prep School shares the leafy, 60 acre campus with the Senior School and there is an outstanding sense of belonging to the whole community, with some shared events, such as a Whole College assembly once a week.







## #Teamstjos

We believe that every pupil deserves access to a rigorous, engaging, and supportive learning environment, and we work tirelessly, creatively and collaboratively to ensure that our curriculum and teaching methods meet these standards and deliver these outcomes.



## Our Nursery

At Little Jo's, we provide a calm, nurturing, and stimulating environment where every child feels safe, valued, and excited to learn. Our focus is on creating a space where children can grow at their own pace, knowing they have the support to reach their full potential. We are proud to uphold the highest standards to ensure the development and well-being of every child. By following the Early Years Foundation Stage (EYFS) framework, we deliver a rich, tailored experience to meet each child's unique needs.

We are part of the St Joseph's College family and this gives us access to the wonderful and extensive resources and facilities enjoyed by the whole college. We have specialist teachers for PE, Music, Dance and Spanish. Our nursery children also take part in our Woodland Explorers programme.

The Nursery opens all year round (apart from two weeks at Christmas) from 8.00am until 6.00pm.

We also offer Late Stay and Holiday Club facilities for children in the Prep School up to Year 2.



Specific responsibilities:

Operational	<ul style="list-style-type: none"><li>• Demonstrate a solid background in effectively managing nursery settings.</li><li>• To oversee operational management of the nursery facilities and staff, to ensure a high-quality education and care is delivered at all times.</li><li>• To create a safe, caring, and welcoming setting in which families are happy to entrust their child and where their child is encouraged and supported to flourish in an enabling and stimulating environment.</li><li>• Communicate excellently to engage with children, staff members, and parents.</li><li>• Update parents and carers about their child’s progress and behaviour.</li><li>• Use creative skills and imagination to provide educational activities that ensure children are happy and learning in a rewarding environment.</li><li>• Maintain a positive outlook to keep children happy and build an environment where they feel secure and rewarded.</li><li>• Liaise with catering staff to ensure suitable provision and all dietary needs are catered for.</li><li>• Ensure adherence to policies and procedures.</li><li>• Keep up to date with EYFS information, regulations and innovations.</li><li>• Consistently meeting legislative requirements and following the Early Learning and Development Programme delivering standards which ensure highest possible inspection grading.</li><li>• To keep abreast of the Government Early Years Funding scheme so as to keep exemplary records for the school, advise the school and to advise and help parents with the process.</li></ul>
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	<ul style="list-style-type: none"><li>• All aspects of staffing, induction, training, and development.</li><li>• Ensure systems are in place for accurate reporting and monitoring.</li><li>• Maintain staff ratios and deploy staff effectively across the Nursery.</li><li>• Take responsibility for safeguarding and child protection.</li><li>• Lead the delivery of the EYFS curriculum, ensuring high standards of care and education.</li><li>• Liaise effectively with external professionals as needed.</li><li>• Work closely with the Prep School SENDCo on all aspects of SEND.</li><li>• Uphold the safer recruitment process at all times.</li><li>• Provide clear policies, procedures, and support to staff.</li><li>• Develop and maintain the nursery budget.</li><li>• Arrange marketing materials.</li><li>• Monitor the condition of the facility and equipment, organizing maintenance, repairs, and new items as required.</li><li>• Conduct interviews for potential applicants put forward by the recruitment department.</li><li>• Prepare the nursery for ISI inspections and follow inspector recommendations.</li></ul>
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**Responsibilities continued:**

<b>General</b>	<ul style="list-style-type: none"><li>• To be committed to safeguarding of children and young people at the College.</li><li>• To actively support the ethos of the College.</li><li>• To contribute to the daily running of the College and follow its policies and procedures.</li><li>• To share good practice with colleagues wherever possible.</li><li>• To take an active role in ensuring the realisation of the College Development Plan.</li><li>• To treat each pupil as an individual with courtesy and respect.</li><li>• To undertake any other duty deemed reasonable by the Principal.</li><li>• To keep the Head informed and bring problems to her.</li><li>• To be discrete and have a sense of confidentiality.</li><li>• To set a good example in terms of dress, punctuality and attendance.</li><li>• To safeguard the general health and safety of pupils.</li><li>• To share and support the pastoral well-being of the pupil body, maintaining confidentiality at all times.</li><li>• To foster children’s personal, social, emotional and cognitive development.</li><li>• To participate in appraisal arrangements.</li><li>• Is mindful of the Health and Safety at Work Act 1974 and other legislative requirements at all times .</li><li>• Be aware of and adheres to the College code of conduct and confidentiality.</li></ul>
<p>The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the School’s business. In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.</p>	



## Person Specification:

	Essential	Desirable
Educational qualifications	<ul style="list-style-type: none"><li>• Minimum of a Level 6 Early Years Qualification or QTS is required.</li><li>• Must hold a Level 2 maths qualification</li><li>• Knowledge of pupil welfare issues including child protection, raising achievement and SEND provision.</li></ul>	<ul style="list-style-type: none"><li>• Evidence of Further training</li><li>• Hold an up to date Paediatric First Aid Certificate.</li><li>• Evidence of continuous self-development and updated knowledge, particularly in the areas of responsibility for this post.</li><li>• Hold an up to date Food Hygiene Certificate</li></ul>
Experience	<ul style="list-style-type: none"><li>• Previous experience of leading in a Nursery/Early Years environment.</li><li>• A satisfactory Disclosure and Barring Services Check.</li><li>• Appropriate safeguarding training</li><li>• Have a solid knowledge of EYFS curriculum and regulatory requirements</li></ul>	<ul style="list-style-type: none"><li>• Experience of outdoor learning</li><li>• Forest School trained</li></ul>
Communication skills	<ul style="list-style-type: none"><li>• High standard of spoken and written English, excellent communication skills</li><li>• Good levels of numeracy</li><li>• Keen eye for detail and high level of accuracy, with a commitment to quality</li><li>• Excellent interpersonal skills with a range of stakeholders</li><li>• Experience of interacting effectively with parents</li></ul>	
Practical and intellectual skills	<ul style="list-style-type: none"><li>• You should have an excellent understanding of safe working practices in relation to child care.</li><li>• Have an excellent understanding of child development.</li><li>• Have the ability to work methodically and prioritise own workload.</li><li>• Have the ability to work as part of a team and also on own initiative.</li><li>• Have the ability to maintain up-to date, accurate and detailed documentation.</li></ul>	



## Person Specification:

	Essential	Desirable
Disposition and attitude	<ul style="list-style-type: none"><li>• Have a keen attention to detail and a high level of accuracy.</li><li>• Able to multi-task and work well under pressure.</li><li>• A high level of personal presentation.</li><li>• A keen interest in outdoor education.</li><li>• Someone who is honest, reliable and flexible.</li><li>• You should be able to build excellent working relationships with children, parents/carers and colleagues within the Nursery.</li><li>• Have a high level of patience.</li><li>• Have the commitment to providing the highest standards of child care.</li><li>• Have the ability to multi-task.</li><li>• Have the willingness to learn, and undergo further appropriate training.</li><li>• Be flexible, positive, friendly and have a supportive approach to work.</li><li>• Have a pleasant disposition with a capability to respond positively under pressure.</li><li>• Have a sense of fun, and understanding with other adults.</li></ul>	
Personal Qualities	<ul style="list-style-type: none"><li>• Ability to establish good working relationships and effective teamwork.</li><li>• Excellent role model for pupils.</li><li>• Ability to be reflective and self-critical.</li><li>• Ability to understand and demonstrate a commitment to equality and diversity.</li></ul>	

## **The Small Print:**

**Reports to:** Head of Prep through the Deputy Head.

**Pay Scale:** Depending on experience and qualifications.

**Status:** Full time (40 hours per week) all year round. Hours to be worked in accordance with the needs of the College but during the core hours of 7.45am and 6.15pm, Monday to Friday each week.

Holidays to be booked in advance and agreed with the Headteacher.

**Location:** St Joseph's College Prep School





## ISI INSPECTION SUMMARY DOCUMENT

Please see the link below relating to the School's most recent quality inspection. [ISI Inspection 2019](#) and ISI Compliance Inspection 2023

## HOW TO APPLY

To apply, please complete an Application Form and a Recruitment Monitoring Form, which can be found on our website here: <https://www.stjos.co.uk/our-community/job-vacancies/>

Application deadline: **12pm, Tuesday 20 May 2025.**

Candidates selected for interview will be required to provide proof of ID and any relevant qualifications.

Please return completed application forms together with a covering letter to: **Mrs Dianne Searle** [careers@stjos.co.uk](mailto:careers@stjos.co.uk)

Please be advised that applications cannot be accepted unless they are on the College's Application Form. Please ensure that your application form is completed in full and is signed electronically - scanned signatures are also accepted.





