

Lime Tree Children's Centre

c/o Mayfield School, Heathfield Road, Birmingham B19 1HJ

Tel: 0121 809 2564

Email: recruitment@mayfield.bham.sch.uk

Interim Head Teacher: Simon Harris

Nursery Manager (Maternity Cover)

Hours: 36.5 hours per week. All year round.

Salary: Grade 4 Point 23-27

Start date: July 2020

We have an exciting opportunity for an experienced Nursery Manager to manage our well-established provision. The Nursery provides a "home-from-home" environment for the children where they are able to develop and learn new skills through various activities.

As the Nursery Manager, you will oversee the operation of the day to day nursery activities, ensuring everything is practiced to the highest standards; ensuring that the best possible environment and care are provided for young children as well as being a mentor for other members of staff within the nursery. You will have the drive and enthusiasm to deliver excellent standards of care and education to the children and also to develop the nursery staff.

The role is maternity cover until the return of the post holder.

You will ideally have the following experience, training and qualifications:

- Preferably a degree in a relevant field, but will consider strong candidates with a Level 3 qualification in childcare
- Proven track record with OFSTED
- Extensive knowledge of EYFS, the Childcare Act and Safeguarding
- Successful management experience
- Sound knowledge of administration and systems such as Finance, H&S, Equal Opportunities
- The desire and drive to develop an outstanding Nursery provision
- The ability to build effective teams
- Be creative and ambitious

The role will involve day to day responsibility for the management of the nursery, including: training of staff, updating policies and procedures, dealing with Ofsted and outside agencies, systematically monitoring and implementing high quality provision according to the EYFS, and ensuring the smooth every day running of the nursery. We are looking for an individual with the drive and ambition to continue to develop and maintain outstanding standards at our Nursery.

Mayfield School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An enhanced DBS check will be required for successful applicants.

Further information about the vacancies and an application form can be downloaded from our school website www.mayfield.bham.sch.uk Completed forms should be sent by email to recruitment@mayfield.bham.sch.uk

Informal conversations are welcomed; please email to arrange a suitable time.

Closing date for applications: Friday 5th June 2020 at 9.00am