Dear Applicant

On behalf of the Board of Directors for The Romero Catholic Academy, we would like to thank you for your interest in the post of Nursery Manager within our Multi Academy Company.

The closing date for receipt of applications is via email to HR at hr@romero.mac.com by 9am on Monday 23rd March 2020. Interview date week commencing 23rd March 2020.

This letter is intended to help you complete your application. Please read it carefully before the completion of your application. If you have any difficulties, please contact HR at hr@romero.coventry.sch.uk.

The application is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the job. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply in your expression of interest.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. However, we guarantee to interview all disabled applicants who meet the Essential Criteria.

We are unable to accept CVs so please do not attach your CV, references, or copies of educational certificates to your form. If there is insufficient room on the form in a particular section, you can simply attach an extra page and mark it clearly with your name and the job title, indicating the number of the relevant question.

The ‘Relevant skills & experience’ section of the form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.
Please remember that those involved in the selection process cannot make assumptions about you. **Tell us everything relevant to your application.**

**Data Protection**

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Romero Academy reserve the right to check the validity and accuracy of your application if successful.

**Equal Opportunities**

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

**Work Permits**

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

**DBS Checks**

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

**PLEASE NOTE** We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time.
We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

A summary copy is included for your information.

Patrick Taggart

Academy Business Director

The Romero Catholic Academy

The Romero Multi Academy Company

“Securing 3-19 Catholic Education in Coventry”

“This is what we do:
We plant the seeds that one day will grow.

We water seeds already planted, knowing that they hold future promise.

We lay foundations that will need further development.

We provide yeast that produces far beyond our capabilities.”
Each school retains its own unique ethos and mission recognising the local community it serves. However, our unified Mission states that, “We are a Christ-centred Communities dedicated to faith formation, academic excellence and individual growth for our young people, all rooted in the Gospel message of Jesus Christ.”

**OUR SCHOOLS**

The following schools are within The Romero Catholic Academy:-

**Secondary School:-**

Cardinal Wiseman Catholic School

**Primary Schools:-**

Corpus Christi Catholic Primary School  
Good Shepherd Catholic Primary School  
Sacred Heart Catholic Primary School  
St Gregory Catholic Primary School  
St John Fisher Catholic Primary School  
St Patrick Catholic Primary School  
SS Peter and Paul Catholic Primary School
This appointment is with the Academy Committee of the school. The post-holder will, by personal example, promote the Catholic ethos and Mission of the school, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the Post-holder. It will be reviewed annually.

Core Purpose

To manage the provisions of the Nursery in the planning and delivery of the curriculum and in the provision of care and welfare to a specified group of children. To be responsible for administration and organisation of admissions following liaison with the Early Years Leader.

Duties and Responsibilities

1. Take a lead in the delivery of the curriculum and the preparation of materials and equipment for classroom activities.
2. Participate in the provision of a full range of activities, commensurate with a child's intellectual, physical, emotional and social stage of development.
3. Supervise and direct group or one to one activities.
4. Provide general care and welfare for the children, including:
   5. Physical care and attention for personal needs.
   6. Acting as carer for sick children until appropriate qualified medical assistance is available and/or until a parent/guardian collects the sick child, employees must not administer first aid, unless qualified to do so.
   7. Providing comfort and support to children in distress.
   8. Assist in creating and maintaining a stimulating and attractive environment, and specific differentiated programmes to develop interpersonal skills.
9. Assist with the preparation and supervision of educational visits.
10. Provide management of the staff in Nursery, liaising with EYFS Leader.
11. Ensure, as far as is reasonable, the provisions of a safe, secure and healthy environment for children.
12. Foster links between home and school, and maintain good communication with parents.
13. Maintain a partnership with parents for the management of behavioural and emotional difficulties.
14. Maintain simple records, as directed, and contribute to the periodic assessment of children.
15. Contribute and participate in in-service training and staff meetings, as appropriate.
16. Guide and assist nursery students and other trainees, unqualified staff and volunteers.
17. Participate in initiatives/developments within the school.
18. Any other duties and responsibilities within the range of the salary grade.
19. And such duties as are within the scope, the salary grade and the spirit of the job purpose, the title of the post, and its grading. (Please refer to the Notes of Guidance for further clarification).

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

**Responsible for:** n/a

**Responsible to:** EYFS Leader of Learning

**Agreed by** .................................................. **Date** .................................

**Principal** .................................................. **Date** .................................

**Review date:** This job description will be reviewed in September 2019 but may be reviewed before this date should the duties change
### Person Specification for Nursery Manager

<table>
<thead>
<tr>
<th>Qualifications/Education:</th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE’s – Maths and English or equivalent</td>
<td>✓</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>NVQ III for Early years childcare or equivalent qualifications and experience</td>
<td>✓</td>
<td></td>
<td>A</td>
</tr>
<tr>
<td>Hold a full Paediatric First Aid certificate.</td>
<td></td>
<td>✓</td>
<td>A</td>
</tr>
<tr>
<td>Degree Level Qualification (Level 6)</td>
<td></td>
<td>✓</td>
<td>A</td>
</tr>
</tbody>
</table>

**Knowledge, Skills & Experience:**

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have an understanding of the Early Years Curriculum.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Understanding of the requirements to manage a nursery setting</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Have an understanding of the statutory requirements for the Foundation Stage.</td>
<td>✓</td>
<td></td>
<td>AI</td>
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<tr>
<td>Good communication skills with children, parents and staff.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Ability to liaise with staff and to provide verbal and written information for reports and children's records.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>An understanding of the roles played by various adults in children's education</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>An understanding of equal opportunities issues and an awareness of what this involves</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>To effectively use ICT and use of other equipment – video, photocopier</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>An ability to relate well to children and adults</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Ability to contribute to the development and delivery of the pre-school curriculum, preparation of equipment for class activities.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Ability to effectively lead on situations, such as when children become ill, in a caring manner.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Ability to lead and manage aspects of nursery provision</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>An ability to utilise skills to sustain children's interest in pre-planned group work and play activities.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Be able to record children's progress and support them in their development.</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Ability to express themselves effectively orally and in writing with both adults and children</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>To work constructively as part of a team</td>
<td>✓</td>
<td></td>
<td>AI</td>
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<tr>
<td>Ability to self-evaluate learning needs</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
<tr>
<td>Sympathetic to the Catholic ethos of the school</td>
<td>✓</td>
<td></td>
<td>AI</td>
</tr>
</tbody>
</table>
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy. Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 1998)

| Experience of contributing to children’s learning journals and planning activities to support in their next steps of learning. | ✓ | AI |
| Experience of working with children in an Early years setting | ✓ | AI |

**Personal Qualities:**

| Passionate about positively impacting children’s education | ✓ | AI |
| Comfortable dealing with parents, staff and children at all levels | ✓ | AI |
| Proactive | ✓ | AI |
| Collaborative, works well in a team | ✓ | AI |