



CUNDALL MANOR SCHOOL

Candidate Information

Nursery Assistant

Cundall Manor School



Introduction

Cundall Manor School is a leading independent, day and boarding school, educating nearly 400 boys and girls in a nurturing, caring and fun environment so they become the very best they can be, ready to face the challenges of the modern world.

Set in beautiful North Yorkshire, close to York and Thirsk we boast beautiful surroundings that continue to inspire our pupils. We enjoy an excellent reputation for providing a truly holistic education for our pupils.

Nursery Assistant at Cundall Manor School

The nursery at Cundall Manor School is a warm and welcoming environment, made up of dedicated early years practitioners where the children in our care are excited to learn and develop through class, group and individual teaching. We seek to appoint a Nursery Assistant for up to one year (fixed term) who can work as part of a team and continue to grow our already successful provision.

The successful candidate will be expected to fully support the school ethos and model best practice at all times. They will be required to support the Lead Teacher to provide high quality care and education so every child has the opportunity to reach their potential. You will have responsibility for a small group of children and respond to their needs and help them settle in to the nursery environment as well as communicating with parents on a regular basis.

The successful candidate must hold a Level 3 qualification in childcare or equivalent and have experience of working in a nursery. You will possess excellent communication, record-keeping and administration skills and will be able to work collaboratively as part of a team and independently, with the flexibility and capacity to adapt to the demands of the job; a can-do attitude and sense of humour also helps.

This is a full time post with 30 days annual leave plus bank holidays.

Engaging with parents/carers

- Participate in and plan ways of getting parents involved e.g. coffee mornings, parents evening, informal occasions; stay and play, themed weeks, trips.
- Promote a positive relationship between Nursery and home, engage in a positive way, create a bond with the parent/ carer
- Help child to settle in the Nursery, reassure and comfort parent/carers e.g. take photos in their absence to aid feedback.
- Settling questionnaire sent home after 6 weeks / phone call / meeting
- Provide, where possible, daily verbal feedback to parents or carers
- Messages to parents/ carers (medicine and accident forms) are the responsibility of the key person, but the Nursery staff should also support the key person in this.
- Update parents with information that will relate to their child
- Make the best effort to familiarise themselves with their prospective pupils on entry by reading notes, previous reports and learning journeys
- On entry ensure that you communicate with the child's parents/ carer that you are Key Worker for their child and the associated roles and responsibilities of this
- Ensure a minimum of once weekly observations are made of all of your Key Worker children. Observations, next steps and ways to help the child achieve these next steps are to be placed in their Learning Journeys (Tapestry) and shared with parents/ carers;
- Attend Parents' Evenings, Staff Meetings and other school functions as required by the Head outside the normal school day;

Meeting child's needs

- Planning, based on what is felt their key child would enjoy/ benefit from to progress further.
- Use characteristics of effective learning statements when planning for children's individual needs
- Key person is inclusive, they are aware of the child's individual needs, related to their culture, background, any learning disabilities, ability, dietary requirements and sensitivities, to pass the information to the rest of the staff and ensure they are met.
- Make other staff and kitchen aware of key child's allergies and requirements
- Personalise sessions effectively to ensure all pupils are challenged and engaged;
- Set high expectations for pupils in terms of both their academic standards and aspirations and their behaviour;
- Adhere and contribute to the relevant Early Years Foundation Stage curriculum;
- Be aware of the detail of any IEP's and next steps for all children that they are Key Person for and respond to the advice given in an effort to enable the pupils fully and effectively;
- Carry out duties relating to the supervision of pupils in accordance with their allocated supervision duties and responsibilities;
- Administer Rewards and Sanctions as laid out in the Whole School Behaviour policy

Keeping records of the children in your care

- All room members (including cover staff) to collect evidence of child's progress if they observe it, this can be photos, written observations e.g. post it notes or narrative observations, or the child's work.
- Keep a record of child's Learning Journey and update regularly
- On trial session Key person to complete 'All about me' form with parents, this starts the beginning of the child learning journey
- Progress summary sheets are completed and shared with child's other setting if they attend a dual setting.
- Tracking sheets are complete when a child starts the Nursery (on Entry assessment) and then completed termly.
- During the end term of Pre School, Practitioners will complete a transfer profile to the Reception teacher either at CMS or at another Primary School if the child is leaving
- Complete reporting for all of your Key Worker children. This includes a full written report at the end of each term which outlines the children's achievements against the Early Learning Goals and their 'next steps'



General

- Treat pupils with courtesy and consideration at all times and expect pupils to return the compliment;
- Set an appropriate example in standards of dress and conduct in order to demand the same of pupils;
- Make a positive and material contribution to the Additional Curriculum in terms of enriching the pupil's experiences, in keeping with their timetable commitment;
- Make the Nursery an attractive working place, with displays of children's work, achievements and stimuli that are changed according to the pupil's 'next steps';
- Adhere to all school policies;
- Behave appropriately at all events where staff, pupils and/ or parents are present;
- Recognise that in carrying out in their responsibilities they are representing the School and contributing to the creation of its ethos which is apparent to pupils and parents at all times.

Flexibility

- This job description is intended to provide a broad outline of the main responsibilities only. The postholder is required to be flexible in developing their role in agreement with the school. In addition they may be required by their manager to carry out any other duty commensurate with their role.

Person Specification

Experience, Skills and Abilities

- Up to date understanding of EYFS curriculum and its requirements
- Record keeping both electronically and on paper
- Able to plan and prepare effectively for learning in the EYFS
- The use of ICT to effectively support and monitor teaching and learning
- Ability to communicate effectively both orally and in writing
- To be able to gain the confidence of and have excellent working relationships with colleagues and pupils
- To be able to gain the confidence of and have excellent working relationships with colleagues' pupils and parents
- Experience of, and commitment to, outdoor learning (Desirable)
- A knowledge and understanding of the use of a range of media to teach and assess children's progress (Desirable)

Personal Qualities

- Team player but can work independently
- Adaptable and flexible
- Strong interpersonal skills
- Energetic and willing to contribute in a busy school environment

Safeguarding

- Enhanced DBS
- Demonstrate a clear knowledge and understanding of relevant legislation and guidance in relation to working with, the protection of and promoting the welfare of children and young people
- Display a strong commitment to the protection and safeguarding of pupils



Our Core Values

It is our mission to educate reliable, honest and responsible young people who are prepared for the challenges of the modern world and capable of influencing the world for the better. We enable every child to shine, preparing them for the brightest possible future. Cundall Manor pupils develop their gifts and their character. They are reflective, engaged and dynamic people, who are able to work both individually and collaboratively. Girls and boys learn to respect everyone regardless of sex, race, colour, age, creed or disability, to contribute to the life of the school, and celebrate success together.

Cundall Manor School has an outstanding reputation and we take particular pride in this, which has taken many years to develop. This reputation is built on the commitment and skill of our staff; the success of the school, and the well-being of its staff, very much depend upon co-operation, trust and respect, irrespective of your role in the school.



Mission, Vision and Values

The school's aim is to provide an all-round education for boys and girls aged 2 to 16, and where academic outcomes, character development and support of the community are all equally important.

Our Vision is to be an outstanding, all-round academic, active and creative school where learners thrive and flourish as they experience the thrill and enjoyment of learning.

Our Purpose is to unleash the potential of passionate and creative problem solvers, ready to contribute to a global society. At Cundall, children can be strong and sure of who they are and what they can do. They can be ambitious and brave, exploring outside of their comfort zone, unafraid of failure, knowing there is a whole community behind them. Our children can be enterprising, inventive, playful and fun, whilst being thoughtful, inquisitive and supportive of each other. They will be confident, eager to succeed and ready to serve society.

Confidence - Cundall Manor pupils are ready for the challenges and opportunities life presents them. They grow strong, self-assured and motivated by each Cundall experience. Through academic rigour and a supportive environment, our pupils become resilient and creative problem-solvers who believe they can and will achieve what they set out to do.

Creativity - Together our Cundall Manor community builds a powerful culture of creativity that is without boundaries. We are critical thinkers who challenge ideas, pave new paths and encourage inventiveness whenever possible.

Connection - As a close-knit community, we know and care for each other. We foster an environment where pupils and staff feel supported while building strong and ambitious futures.

Some of the benefits of working at Cundall Manor

A beautiful setting - Working alongside passionate, professional colleagues you will be based at Cundall Manor School which sits in approximately 30 acres of beautiful grounds with easy access to local amenities.

Professional Development – our staff are key to the success of our school; their professional development and well-being is at the centre of our philosophy.

Pension - The School operates a contributory pension scheme which is open to all members of staff. Support Staff are offered the opportunity to join the Royal London Pension Scheme.

Fee Remission – A generous fee remission is available to staff with a contract for at least one full term and have children who attend Cundall Manor School

School Meals - All staff are provided with excellent lunches with no charge during term time.

Free Parking - There is ample free parking for all staff on site

Annual Leave – 30 days plus bank holidays



For an application form please contact: laurataylor@cundallmanor.org.uk
Completed applications to be returned to the same email address.

Tel: 01423 360200

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.