



ALDERLEY EDGE  
SCHOOL FOR GIRLS

**NURSERY MANAGER**

**Required for February 2025**

**INFORMATION FOR APPLICANTS**



FANTASTICALLY  
**GREAT WOMEN**  
who changed THE WORLD

is featuring first of all an amazing woman who  
achieved amazing things for children  
across the world and beyond. She worked  
with engineer BRUCE CARROLL to help  
to fight with ERIC LINDSAY and  
other revolution with ERIC LINDSAY.

With beautiful illustrations and stories  
that leads to the perfect introduction  
a lot of the beautiful women who  
helped shape the world we live in.  
Follow them and prepare for  
an adventure of your own.

FANTASTICALLY  
**GREAT WOMEN**  
who changed THE  
WORLD

WOMEN WHO SAVED THE WORLD

Kate Pankhurst

## **Introduction from our Headmistress**

At AESG academic excellence is delivered within a nurturing, family environment and where staff place equal emphasis on the wellbeing of our pupils and developing their individual characters. Each girl is nurtured and supported in small classes and it is our priority that each girl reaches her individual potential and becomes the best she can be.

From academic competitions, drama and sporting performances to the benefits of being an Apple Distinguished School, our aim is to cultivate a culture of curiosity, resilience and kindness, where every girl can #BeMore.

AESG is more than just a place of learning; it is a much-loved community where success is measured not only by the girls' outstanding academic success but the strength of their character. AESG provides girls with outstanding pastoral support, innovative teaching, a broad curriculum and a fantastic array of extra-curricular activities.

The school prides itself on its Christian values, yet welcome girls of all faiths. AESG respects, celebrates and embraces diversity and equality of opportunity without prejudice. Our school motto permeates all areas of school life: 'Aspire not to have more, but to be more'.

AESG is a community. All our girls, from those in Nursery at the age of two, through to Sixth Form at the age of 18, feel safe and secure and benefit from being in a school positioned in a vibrant village environment.

The School has been awarded Apple Distinguished Status and is an Apple Regional Training Centre, after significant investment and development in Technology Enhanced Learning. Senior School girls bring their own iPads into school to enrich their learning experience. Each teacher is also given their own iPad to support their teaching and there are Apple TVs integrated throughout the School.

In June 2021, the Independent School Inspectorate (ISI) undertook a full inspection at AESG. The School was given the highest possible 'Excellent' rating. The inspection was focused on the pupils' academic and other achievements, as well as their personal development, with the school being found to be excellent across each area.

We are a proud member of the Girls' School Association and we value the importance of an all-girls' education and the benefits this provides for our students. There are numerous opportunities for girls to develop both team working and leadership skills and to help guide the school and their peers. In this way our students learn important

life skills which prepare them for the world of work and they leave us as impressive young women who make a difference.

*C Wood*

Mrs Caroline Wood  
Headmistress



## Vision Statement

“Aspire not to have more, but to be more”  
(Archbishop Oscar Romero)

## Our Aims

### Academic

To provide a challenging and stimulating learning environment in which every girl fulfils her full academic potential, and thus equipping girls with the knowledge, skills and learning attributes for success beyond AESG.

To deliver an innovative and future-inspired curriculum embracing the use of technology, thus fostering intellectual curiosity, developing creativity and a passion for lifelong learning.

### Spirituality

To welcome girls of all faiths who share our values, and to respect, celebrate and embrace diversity and equal opportunities without prejudice.

To present a supportive, open and inviting environment for girls to explore their spirituality, to encourage reflection, and develop a strong moral compass based on our Christian foundation and principles.

### Enrichment

To offer an extensive enrichment programme to enable girls to develop leadership skills, foster collaboration and resourcefulness, grow in confidence and encourage resilience.

To provide a rich and stimulating school experience in and outside the classroom, where girls can explore and develop their interests and talents.

### Girls

To create a supportive, nurturing and happy environment underpinned by pro-active pastoral initiatives, putting the girls' wellbeing first.

To empower all our girls to flourish as strong women in the 21st Century workplace, to communicate with confidence, and take their place as responsible, active and global citizens bringing about positive change for a more sustainable and equitable future.



## **Current Staffing**

The School, which is split into the Prep and Senior sections, is led by the Headmistress, Caroline Wood, who was appointed in September 2024. In the Senior School, teaching staff comprise two Deputy Heads.

In the Prep School, teaching staff are led by the Head of Prep, Emma Scott.

The support staff are led by the DFO and comprise of administrative, estate, finance, ICT Support, marketing and development and welfare staff.

The School employs a qualified librarian, technical support staff, visiting instrumental music teachers as well as specialist sport and drama coaches.

Catering and cleaning are currently supplied by external contractors.

## **Accommodation**

In the last five years, an ambitious refurbishment and development programme has transformed the School estate.

The School's outdoor courts have been completely refurbished, along with the Junior Gymnasium. A new fitness suite and climbing wall have been installed.

Early Years provision has benefitted from the installation of outdoor play equipment and the refurbishment of all four classrooms from Nursery to Year 1. Elsewhere, ICT suites have been modernised and infrastructure upgraded, as have numerous specialist subject classrooms. The main buildings have had significant infrastructure improvements as well as investing in state of the art technology.





**LEZO**  
THE CONNECTION.

# **Nursery Manager Job Description**

## **Responsible to the Head of EYFS**

The role of the Nursery Manager is to provide professional leadership and management to the staff team and to ensure that all children receive the highest standards of care and education. We are a unique setting with a highly qualified team and pride ourselves on the close relationships we form with our parents.

### **Responsibilities**

#### **Leadership:**

- To lead the Nursery and Pre-School Team and report to the Head of EYFS and Head of the Prep School.
- To support the staff and promote a cohesive staff team.
- To ensure all staff understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- Deploy staff effectively to maintain staffing ratios and meet the needs of the children effectively in accordance with statutory regulations.
- To oversee the School's holiday club provision.
- To lead and attend staff meetings (including outside of normal working hours) within the school and also part of Early Years Cluster Groups.
- To liaise with the Finance and Admissions departments to ensure the correct information is available regarding intake, invoicing and funding.
- To participate in relevant meetings as appropriate, INSET days and arrangements for further training and professional development.

#### **Teaching:**

- To ensure that the nursery plans an appropriate Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To plan and prepare learning activities and update programmes of study regularly, including visits and guest speakers.
- To teach all children according to their educational needs.
- To assess, record and report on the development, progress and attainment of pupils.
- To work with specialist teachers e.g. PE and Music.

#### **Pupils:**

- To promote the general progress and well-being of individual pupils and of any class or group of pupils assigned to him/her.
- To provide guidance and advice to pupils on educational and social matters.
- To keep relevant records and reports.
- To make records and reports on the personal and social needs of pupils.
- To communicate and consult with parents of pupils.
- To communicate and co-operate with persons or bodies outside the school.



- To participate in meetings for any of the purposes described above.
- To undertake supervisory duties such as lunch duties and any other duties as required and directed by the Head of EYFS.

**Parents:**

- To provide and enable open communication with parents daily and deal with parental concerns, first seeking advice from the Head of EYFS / Head of Prep as appropriate.
- To record on the MIS (iSAMS) and CPOMS details of any contact with parents.
- To liaise with parents and relevant outside agencies.
- To market the nursery to ensure occupancy targets are met and to maintain a highly positive profile and reputation locally.
- Lead and promote parent partnerships, including organising events for parents.

To undertake any further reasonable duties as requested by the Head of Prep School or the Headmistress.

| <b>Person Specification: Nursery Manager</b> |  |  |
|--|--|--|
|  | <b>Essential</b><br><i>These are qualities without which the applicant could not be appointed</i>  | <b>Desirable</b><br><i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i> |
| <b>Qualifications</b>                        | Relevant qualification in Early Years at Level 4 or above (NCFE / CACHE / BTEC / Foundation Degree).   | Degree in Early Years Practice or Equivalent<br><br>PGCE or QTS  |
| <b>Training</b>                              | Evidence of Continuing Professional Development.   | Paediatric First Aid Training (or a willingness to undertake a first aid qualification).   |
| <b>Experience</b>                            | Experience of teaching in EYFS.  | Experience of teaching in Nursery & Pre-School.<br>Experience of leading a room/ managing a team.  |
| <b>Knowledge and Skills</b>                  | Knowledge and understanding of: <ul style="list-style-type: none"> <li>• The EYFS statutory framework</li> <li>• the monitoring, assessment, recording and reporting of pupils' progress;</li> <li>• the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection.</li> </ul> | Good administration skills such as updating spreadsheets, tracking pupil numbers and keeping all other department informed.                |

|                           |  |   |
|---------------------------|--|---|
|                           | <p>Up-to-date and thorough knowledge of developments in the teaching in EYFS and pedagogic practice.</p> <p>Excellent ICT skills – Experience of teaching using iPads and other technology to enhance Teaching and Learning.</p> <p>Ability to incorporate the use of technology into lessons, to enhance pupils’ learning and progress.</p>               |   |
| <b>Personal Qualities</b> | <p>Highly developed interpersonal skills.</p> <p>Integrity, loyalty, positivity and commitment.</p> <p>High expectations of self and others. Commitment to equal opportunity.</p> <p>Positive and flexible approach to opportunities and challenges.</p> <p>Resilience and ability to work under pressure and meet deadlines.</p> <p>Good team player.</p> |   |
| <b>Safeguarding</b>       | <p>Full understanding of safeguarding requirements.</p> <p>Commitment to implementing whole school policies relating to the safeguarding of children.</p> <p>Willingness to train as a Designated Safeguarding Lead.</p>   | <p>Experience as a Designated Safeguarding Lead (DSL)</p> |



## **ADDITIONAL INFORMATION**

### **Salary and Other Benefits**

Salary: £30,000 - £35,000, dependent on qualifications and relevant experience.  
The salary for the post will be discussed individually with the successful candidate.

There is a 40% discount on School fees for the daughters of full-time members of staff – this discount is pro rata for part-time staff.

The School offers membership of a pension scheme applicable to either teaching or support staff. This post currently offers membership of a Scottish Widows Group Personal Pension scheme.

Staff may purchase a lunch from the School dining room at a subsidised cost, and refreshments are free of charge and available during the day.

We offer an Employee Assistance Scheme, alongside a number of other wellbeing initiatives.

There is free parking on site for all staff.

Full Terms and Conditions will be defined in the Contract of Employment.

### **Working Hours**

This position is offered as an All Year Round (AYR) post, reflecting our plans to transition to an AYR provision within the next year. This is a full-time role, and the hours will be as follows:

Phase 1 – February – April 2025, the hours will be from 8:00 am to 4:00 pm, including a 30-minute unpaid break for lunch.

Phase 2 – After Easter Holidays 2025, the hours will be Monday – Friday, 10:00 am – 6:00 pm.

This is an exciting opportunity for someone to grow a new business within our School and we are looking for an individual who will relish the opportunity to take ownership of this project.

The role includes 25 days of annual leave per year, plus public holidays, to be taken outside of term time wherever possible. One week of your holiday entitlement will be allocated in the summer holidays for the close down period. In addition to your holiday entitlement, you will receive additional closure days at Christmas.

Flexibility is essential, as some evening and weekend work will be required to support Open Days and key school events. Additionally, the successful candidate must be adaptable regarding working days and hours to align with our AYR provision plans.

### **Other Information**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All applicants who are offered employment will be subject to an enhanced criminal record check and the Children's Barred List check for the Child Workforce from the Disclosure and Barring Service (DBS), which must be cleared before the appointment is confirmed. Candidates will be required to submit the subsequent DBS Certificate to the School prior to commencement of their employment. Candidates are also required to present relevant examination qualifications for inspection at the interview stage. In accordance with the Asylum and Immigration act 1996, the School will require candidates to provide documentary evidence at interview that they are legally entitled to live and work in the UK.

AESG adheres to the Data Protection act and General Data Protection Regulations 2018. As part of the application process we will obtain and process information about you, including any criminal convictions you may have. All information will be kept confidential and will only be used to process your application.

It is essential that everybody working in AESG understands their safeguarding responsibilities and is committed to promoting the welfare of the children in our school.

If your application is unsuccessful, all your information will be deleted from our systems and disposed of in a secure manner.

Upon appointment the successful candidate will be required to complete a medical questionnaire which will be kept on their confidential personnel file.

The School is committed to equal opportunities for all of its employees and its policy is available on request.

AESG has a no-smoking policy throughout its buildings and grounds and a smart dress code.

### **Application Arrangements**

An application for the post should be made by submitting to the Headmistress, either in writing, or by email to [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk), the following:

- A fully completed AESG Application Form

- A supporting letter outlining how your experience and/or personal qualities would enable you to successfully fulfil the requirements of the post and contribute to the development of a thriving School.

**The closing date for receipt of applications is Monday 13 January 2025**

**Interviews will be held week beginning 20 January 2025**



ALDERLEY EDGE  
SCHOOL FOR GIRLS

Alderley Edge School for Girls  
Wilmslow Road,  
Alderley Edge,  
Cheshire,  
SK9 7QE

Tel: 01625 583028  
Email: [staffrecruitment@aesg.co.uk](mailto:staffrecruitment@aesg.co.uk)