**Head of Nursery**

**Play Out**

Text

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A person smiling for the camera

Description automatically generated with medium confidence **A message from our CEO, Allan Myatt**

Dear Applicant,

Thank you for your interest in the post of Head of Nursery in our Play Out Service.

Over the last four years, the strategic plans we set in 2019 successfully guided us through a particularly challenging period around the world. Within this time, we have strengthened our infrastructure, said goodbye to some services and welcomed and substantially grown others. We have adopted a new brand identity, giving us a much fresher and more optimistic outlook. We have also invested in our most important asset, our staff, and begun to apply our values across every area of our work. In short, we are now a safer, healthier, and more resilient organisation which has enabled more children, young people, and families to feel safer, healthier, and more resilient too.

In June last year, we began the process of looking forward to set out a plan for the next three years. We looked at what had been working well and what more needs to be done to improve our quality and reach within the East of England. The enclosed strategic plan for 2022 – 25 is now well underway and we see the recruitment of this post as critical in helping us achieve our objectives.

I wish you the best of luck with your application.

Best regards,

A picture containing text

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Allan Myatt

**Who Are Ormiston Families?**

Ormiston Families is one of the leading charities working with children, young people, and families in the East of England. We take early and preventative action to support families to be safe, healthy, and resilient. All our services help people to build stronger networks, learn from experience and feel in control of their own wellbeing. We can only achieve this with the people who choose to work for us.

**About Our Play Out Service**

Play Out is a child focused, outdoor loving, puddle jumping, mud pie making childcare group. Our highly experienced and passionate team is committed to supporting children to develop through a rich learning environment. Play Out Ipswich is situated just outside the town centre, on Felixstowe Road, with close links to the main road and rail network. The nursery operates from 8am to 6pm daily.

**About the role**

To deliver operational management, robust service delivery and business development to each childcare setting and create an inspiring and effective working and learning environments for all children and staff. Overseeing the monitoring assessment, and development of the nursery setting and has the ability to identify priorities and meet outcomes. To have a firm knowledge of OFSTED standards, requirements and guidance for Early Years Setting, sound knowledge of SENDco and EYFS requirements, and ensuring Safeguarding procedures are maintained.

**About you**

The successful candidate will work within Play Out’s vision, mission, values, policies and procedures to support nursery managers with the day-to-day management of the nursery to create an inspiring and effective working and learning environment for all children and staff.

**Safer Recruitment**

**Application Process / Post Requirement**

You must demonstrate that you meet the competencies; experience, knowledge, skills, and qualifications, that are required for this role (see Job Description below).

You must complete and submit an online application form (via the ‘Work with Us’ section of our website) detailing in the personal statement section, how you meet the criteria.

**Rights to Work in the UK** (RTW) (in person or remote)

The Recruiting Manager will need to see the original documents providing proof of your right to work in the UK.

* UK Passport / Full UK Birth Certificate / Drivers Licence / Utilities Bill   
  (proof of address)
* EUSS Permanent Status or Pre-Status Share Code
* Current EU/EAA/Swiss Citizen Passport
* EU/EAA/Swiss Citizen Visa
* Home Office Certificate
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held remotely, you will need to email copies of your RTW documents to the Recruiting Manager before the interview. At the remote interview [Teams, Skype, Zoom] you will need to have the original hard copy documents available so the relevant checks can be undertaken.

**Safeguarding and DBS Requirements for Your Role**

Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Disclosure and Barring Service (DBS) Checks:**

* As this position meets the definition of regulated activity under the Protection of Freedom Act 2012, appointments to this post will be subject to an enhanced DBS check with barred list check.
* Employment can commence once the check has been satisfactorily completed.
* If you have a conviction on your DBS check, an assessment of the relevance and impact of the conviction in relation to the post will be done to determine if the job offer can be confirmed.
* It is a serious criminal offence to knowingly apply for posts when you have been barred from working with children/young people and/or vulnerable adults.
* Additional questions for roles working with children, young people, or vulnerable adults to be explored at interview.
* As this post involves working either with children and young people or vulnerable adults Warner or Safer Care motivational type questions may be asked during the interview process.
* These questions are asked to establish your suitability to work with vulnerable groups by understanding your attitude, behaviour, and responses to situations.
* The questions will relate to your inspiration for working with vulnerable groups, your ability to build relationships and your resilience when working with such groups and may also explore your attitude to the use of authority.
* If you feel you would find these questions about yourself difficult to respond to then you may wish to reflect upon your suitability for the post.

**Disclosure**

* Ormiston Families encourages all candidates called for interview to provide details of their criminal record at an early stage in the application process.
  + This information can be sent under separate, confidential cover to the Human Resources Team [**hr@ormistonfamilies.org.uk**](mailto:hr@ormistonfamilies.org.uk)
  + Ormiston Families guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
* Unless the nature of the position allows Ormiston Families to ask questions about your entire criminal record only questions about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974 will be asked.
* Ormiston Families will ensure that every subject of a DBS Disclosure is aware of the existence of the DBS Code of Practice and make a copy available on request.
* Ormiston Families undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
* Having a criminal record will not necessarily bar you from working with Ormiston Families. This will depend on the nature of the position and the circumstances and background of the offences.

**Qualification**

* The Recruiting Manager will need to see the original copies of your qualification either in person or via video conference.
* If the interview is held in person, we will verify hard copy documents which you will need to bring with you to the interview.
* If the interview is held via video conference, you will need to email copies of your qualification to the Recruiting Manager before the interview. At the interview, you will need to have the original hard copy documents available so the relevant checks can be undertaken.
* If short-listed and you are required to hold a particular qualification for a post it is your responsibility to provide the relevant certification, to prove you are suitably qualified.
* Failure to produce documentary evidence of qualifications or undertake required courses/training may result in the termination of your employment.
* If a post requires you to take training or additional qualifications then, by accepting this post, you are agreeing to do the training or take the qualifications.

**References**

* If appointed, we will ask you for referee details which cover your past 3 years of employment, one of which must be your current/most recent employer.

**Health Check**

* If appointed and to ensure the post does not have a detrimental effect on your health or your health on your work, you will have to complete a health enquiry form, and may be required to have a medical via Occupational Health.
* This is to confirm that you are able to satisfactorily carry out the post without any impact on your health (taking account of any reasonable adjustments required).
* It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.

**GDPR / Data Protection:**

* Ormiston Families is required by law to comply with the UK GDPR / Data Protection Act 2018.
* Employees have an important role to play in ensuring that personal information is processed lawfully and fairly.
* Personal information is information relating to a living individual who can be identified.
* It is each individual employee’s responsibility to handle all personal information properly no matter how it is collected, recorded, and used, whether on paper, in a computer, or on other material.
* Personal information must not be disclosed to others unless authorised to do so.
* All personal /sensitive information will be sent to you via Egress encryption service or password protected.

**Equal Opportunities:**

* Ormiston Families Enterprise is an equal opportunities employer.
* We value diversity and welcome applications from all sections of the community.
* We ask you to complete a monitoring form to help us monitor the diversity of applicants. It will be separated from your application form and will not be seen by anyone involved in recruitment to this job.
* The gender identity, disability, marital status, ethnic origin, age, pregnancy status, religion or belief, or sexual orientation of an applicant or employee does not affect the employment opportunities made available, except as permitted by legislation.
* In addition, applicants declaring a disability who meet the minimum (essential) criteria for a vacancy will be invited for interview.
* Ormiston Families seeks to ensure that all employees are selected, trained, and promoted on the basis of ability, the requirements of the post and other similar and objective criteria.

**Any queries, please email:** [**HR@ormistonfamilies.org.uk**](mailto:HR@ormistonfamilies.org.uk)

**Ormiston Families reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working   
for Ormiston Families Enterprise – Play Out**

**Job Title: Head of Nursery**

**Duration**

The post advertised is permanent and Full-Time (work schedule subject to negotiation and agreement).

**Hours of Work and Working Arrangements:**

* The normal working week is between 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be 333, Felixstowe Road, Ipswich IP3 9BU

**Salary:**

* The salary for this post is between £25,000. to £35,000. per annum, based on experience.
* Full time 37.5 hours per week.
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Travelling Requirements for Your Role**

* Ormiston Families and Play Out positively encourages the use of technology to communicate and engage but in this role you will need to travel.
* You must either hold a full and current driving licence and have access to personal transport or meet the mobility requirements of the role through other reasonable and suitable means.
* Any mileage undertaken on behalf of Ormiston Families Enterprises – Play Out will be paid in accordance with our Expenses Policy and within Her Majesty’s Revenue and Customs guidelines.
* If you require a reasonable adjustment due to a disability to meet the travel requirements of this role, please speak with the contact detailed below.
* If you use your own vehicle for the purposes of work, you must ensure that your insurance policy covers you for this purpose.



**Job Description**

**Job title: Head of Nursery**

**Service: Play Out Childcare**

**Location: 333, Felixstowe Road, Ipswich**

**Reports to: Play Out Board**

**Job Purpose:**

To deliver operational management, robust service delivery and business development to each childcare setting.

**Key Areas of Responsibility:**

* To work within Play Out’s and Ormiston Families vision, mission, values, policies and procedures.
* To lead and support with the day-to-day management of the nursery setting
* To create an inspiring and effective working and learning environments for all children and staff.
* Aspire to deliver outstanding day care provision to families.

**Operations Functions:**

* To lead, motivate to provide outstanding day care delivery. Directly line managing Senior Early Years Educator, SENCO, Business Support, Nursery Chef, and Nursery Cleaner
* Ensure Ofsted statutory requirements of the Early Years Foundation Stage are adhered to, including staff ratios and monitoring absence.
* Undertake Designated Safeguarding Lead training, responsible for Safeguarding and Child Protection within the setting, including policy, procedures, and practices.
* Ensure Health & Safety legislation is adhered to, and all Health & Safety operational policies and procedures are in place and followed.
* Ensuring health and safety and ensuring risk assessments and checks are carried out to ensure the children’s physical safety and wellbeing.
* Become a data champion for the nursery and ensure compliance with the Data Protection Act and GDPR compliance is maintained.
* Developing, monitoring and evaluating the setting curriculum, ensuring it meets the EYFS requirements and that it is delivered across the setting and all staff understand it.
* To ensure staff have relevant information on children as needed, for example information relating to SEND or Safeguarding.
* To ensure the setting has a SENDco ensuring all children’s needs are met, suitable support is put in place, additional resources are sourced if needed and referrals are made to agencies for support.
* Oversee operational marketing for the nursery.

**Quality Functions:**

* To have a good understanding of OFSTED guidance for Early Years Setting.
* Ensure we adhere to the Early Years Foundation Stage guidelines and review, plan and evaluate the systems and practice within the preschool aspiring to an outstanding OFSTED rating.
* To be the Nominated Individual, taking the lead role in liaising with OFSTED to ensure the nursery complies with all registration and reporting requirements.
* To have overarching responsibility for communications with parents and carers to foster excellent relationships, including gaining customer feedback, satisfaction reviews and complaints.
* To ensure the nursery provides a high quality, safe and stimulating and supportive environment in which all children are receiving an enriching programme of activity where they are recognised as unique, competent, and active learners.
* To be the Designated Safeguarding Lead
* Carry out audits of staff performance and work with all staff to always ensure consistent levels of quality.
* Identifying training needs through observation, staff supervision audits to ensure staff access both statutory training and training to further their professional development.

**Business Functions:**

* To support with recruiting, retaining, and managing a team of staff following safer recruitment guidelines.
* Support with HR aspects, such as recruitment, disciplinary, grievance, capability, absence management and induction processes.
* Review nursery policies and procedures and processes.
* To be responsible for managing and reviewing nursery budgets. Having oversight of financial viability of the nursery, reviewing performance, debt and budget setting.
* Deliver business development opportunities in line with agreed strategies.
* Providing reports for the Play Out Board and Ormiston Families senior leadership.

**Qualifications**

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| **Criteria** | **Essential/ Desirable** | **Measured by** |
| Relevant professional or vocational qualification NVQ /NNEB/ CACHE/ City & Guilds/ BTEC Min Level 4 | Essential | Evidence of qualification |
| Must be willing to undertake training to achieve Level 5 | Essential | Evidence of qualification |
| Experience working at this level - Evidence | Essential | Interview/Scenarios |
| Early Years Professional Status | Desirable | Application form/Interview |
| Basic management qualification or evidence of supervisory /management experience | Desirable | Application form/Interview |

**Experience**

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| **Criteria** | **Essential/ Desirable** | **Measured by** |
| Management experience in nursery setting at an operational and strategic level | Essential | Application form/interview |
| Experiences of preparing budgets | Essential | Application form/interview |
| Experience of planning an evolving programme of appropriate activities in day-care setting to meet the learning and development needs of children. | Essential | Application form/interview |

**Abilities and Knowledge**

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| --- | --- | --- |
| **Criteria** | **Essential/**  **Desirable** | **Measured by** |
| High level knowledge of Early Years current legislation and operational experience of Day-care Provision | Essential | Application form/interview |
| Good knowledge of Safeguarding theory, policy and practice | Essential | Application form/interview |
| Good standard of communication including written, verbal, listening and presentation skills | Essential | Application form/interview |
| Ability to think creatively and to be innovative in meeting the project aims and outcomes | Essential | Application form/interview |
| Ability to work independently and use initiative to complete tasks on time. | Essential | Application form/interview |
| Ability to pro-actively and positively promote the organisation’s reputation with a wide range of external audiences | Essential | Application form/interview |
| Ability to use MS Word, Excel, Power-point, email and internet and experience of information recording and reporting from databases | Essential | Application form/interview/task |
| Experience of leading and co-ordinating a single focussed project or service | Desirable | Application form/interview |

**Professional and Personal Development**

* All staff must ensure that they are aware of their responsibilities by attending mandatory training and our induction programme.
* All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member’s progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.
* All staff will be expected to take responsibility for their own professional development and will be supported to achieve development opportunities as appropriate.

**Health and Safety**

* All staff have a responsibility to maintain the health and safety of self and others within the performance of duties in accordance with health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the risk management policies & procedures.
* All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving service users, carers, staff, contractors, or members of the public.

**Confidentiality and Information Governance**

* All staff may gain or have access to confidential information about the assessment and/or treatment of service users, information affecting the public, private or work related staff information, or charity matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.
* All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.
* All staff must ensure compliance with the Data Protection Act 2018 and the UK GDPR.

**Safeguarding: Adults and Children** (Section 11 of the Children Act 2004)

* Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults.
* Safeguarding and DBS requirements for your role:
* Ormiston Families is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

**Senior Managers**

* Under Section 11 of the Children Act senior managers have responsibility for ensuring that service developments take into account the promotion of welfare and is informed by the views of children and families; providing training on safeguarding for all staff; recruiting safely; ensuring there is effective inter-agency working and information sharing.



**Freedom of Information (FOI)**

* All members of staff must be aware of their responsibilities under the Freedom of Information (FOI) Act 2000. The Act gives individuals or organisations the right to request information held by the charity. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Privacy Officer.

**Data Quality**

* The Charity recognises the role of reliable information in the delivery & development of its services and in assuring robust clinical and corporate governance. Data quality is central to this, and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the charity’s policy and procedures for data quality.
* This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of terms and conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

**Employee Assistance Programme:**

* Ormiston Families provides a comprehensive employee assistance programme which offers free and confidential access to telephone and unlimited video counselling sessions, financial and legal advice, and assistance in finding information about a wide range of subjects from childcare to moving to a new house.

**Employee Discount Scheme:**

* The Hive is a savings platform which can be accessed by employees to make everyday purchases at reduced costs. Employees can save money by purchasing reloadable cards, obtain cashback through online purchases, and make savings in many stores.

**Your Wellbeing:**

* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace. 

**A group of people shaking hands

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**We build supportive partnerships, communities, and networks**