



Stephen Perse

Cambridge

Early Years

Nursery Manager (Maternity Cover) JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.





Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

Welcome from the Principal

Richard Girvan

Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.



Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan

Principal

Nursery Manager (Maternity Cover) JD & PS

Responsible to: Head of Early Years

Location: Stephen Perse Cambridge Early Years, Salisbury Villas Nursery

Role Description

The Nursery Manager is a qualified Early Years professional required to be a manager/room leader and Key Worker in our nursery setting for children aged 1 to 3. The Nursery Manager will be responsible for the day to day running of the nursery site and will be responsible for ensuring appropriate supervision is maintained throughout the day. They will perform an important role caring for children, supporting staff and maintaining a high-quality, stimulating indoor and outdoor learning environment. To support the Stephen Perse leadership team as a creative and reflective nursery leader, able to implement new ideas, impart knowledge and skills to colleagues, and use a range of strategies to continually improve practice and the effective learning and personal, social and emotional progress of all children, consistent with the aims of the school and the unique needs of each individual.

This role is to cover a period of maternity leave, commencing in October 2025 until December 2026 (or upon return of the current postholder, whichever comes first).

At the Stephen Perse everyone is a learner. While our pupils enjoy the benefits of a creative and innovative learning experience, our staff members strive to create an inspiring and engaging learning environment to work in harmony with our pedagogical approach.

As part of the Professional Support Services team at Stephen Perse, you are an integral part of providing the best experience possible for our students.



We will want you to have an agile and ambitious mind-set that is open to adopting new techniques. Training and support is offered on a regular basis as part of formal and informal CPD and is focused on student learning.

Main Responsibilities

- To plan, deliver and oversee effective management of all childcare and staff, in accordance with the nursery operational plan, school action and self-evaluation requirements.
- To be a key person in the nursery and responsible for managing the day to day running of a designated room.
- To ensure there is supernumerary management cover 07.30 - 18.00 Monday to Friday.
- To be responsible for maintaining appropriate supervision throughout the day in accordance with EYFS statutory and Stephen Perse guidelines.
- To be responsible for the site in line with environmental, health and safety and fire regulations.
- To liaise with the estates, catering and admin department, for smooth

operational running of the nursery.

- To contribute to the creation of a safe, welcoming and inclusive indoor and outdoor enabling environment for all children to develop and learn through play.
- To deploy staff and resources effectively, maintaining ratios in designated room whilst supporting other rooms.
- To lead planning and the provision of a creative and stimulating range of age-appropriate activities.
- To support and develop the nursery team, assisting with monitoring of staff performance and ensuring that staff adhere to nursery policies, objectives and the staff code of conduct.
- To reflect on practice and routines, tailoring them to meet individual needs of each child throughout the day.
- To lead observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.

Effective communication and engagement with children and their families and carers, other agencies/professionals and staff

- To support the nursery team in ensuring all practitioners establish constructive relationships with parents/carers, exchange information,

facilitate their support for their child's attendance, access and learning and support home to school and community links

- Use clear language to communicate information unambiguously to others including children, their families, carers and staff within the nursery team.
- To provide clear and accurate progress reports of pupils' stages of development and targets for improvement through the agreed schedule of annual reporting, parents evening's and by regularly sharing observations via each child's online learning journal.
- Show an awareness and knowledge of the range of other agencies/professionals that are available to support the achievement and progress of pupils.
- Establish constructive relationships and communicate with other agencies/ professionals to support pupil achievement and welfare.

Child development

- Fulfil all of the responsibilities and duties required by Stephen Perse policies on teaching and learning.
- Develop and maintain an up-to-date knowledge and understanding of the EYFS requirements and pupil support for key groups and rooms as a whole.
- Monitor the progress of each pupil to

support their learning and set individual next steps.

- Work within Stephen Perse agreed discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Challenge and motivate pupils, promote and reinforce self-esteem.
- Help children develop as effective learners giving them the tools they need for lifelong learning - confidence, resilience, self-motivation, enthusiasm, independence and curiosity about the world.

Safeguarding and promoting the welfare of the child

- Be responsible for safeguarding the welfare of all children in the nursery.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security.
- Be able to recognise when a child is in danger or at risk of harm, and take action to protect them.
- Listen to concerns, recognise and take account of signs of change in attitudes and behaviour.
- Have an awareness and basic knowledge where appropriate of the most recent legislation.

Administration/Other

- Organise and manage an appropriate learning environment and resources.
- Be responsible for every child's wellbeing and maintain the attendance registers accurately.
- Maintain appropriate records, both academic and medical, and inform management and administrative staff of any changes to circumstances.
- Provide all required documentation and evidence to ensure effective transitions between groups and schools
- Fulfil all of the requirements and duties set out in the current pay and conditions documents relating to the conditions of employment.
- Achieve any performance criteria or targets arising from Stephen Perse's performance management arrangements.
- To support, cooperate and work effectively with the management team, taking on additional responsibilities/duties and positively promoting developments in policies and procedures to team members.
- To undertake any other aspects of nursery, work according to need.

Equalities

- Ensure services are delivered in accordance with the aims of the Equality Policy Statement.
- Develop own and team member's

understanding of equality issues.

Additional

- Liaise with nursery managers and practitioners across sites.
- Attend/lead staff meetings, open days (one Saturday per year) and training days.
- Participate fully in professional development activities to develop practice further, sharing the learning from these as appropriate.
- Make an active contribution to the policies and aspirations of Stephen Perse.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data

Protection principles at all times.

- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen

Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns

to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

Person Specification

	Essential	Desirable	Assessment Method
Qualifications	EYTS or equivalent full and relevant Early Years Qualification (Level 6) Evidence of recent EYFS relevant training	Paediatric First Aid EY DSL	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	At least 2 years' experience as Nursery manager/lead practitioner or room leader At least 1 years' experience of working in a Baby Room Demonstrate outstanding age-appropriate teaching and provide a fun and learning-rich play-based experience for Nursery ages Demonstrate enthusiasm, energy and creativity in their planning, teaching and classroom management strategies Demonstrate flexibility in their classroom practice Effectively manage nursery staff and work effectively in a team Willingness to take on additional responsibilities in line with job description	Experience of outdoor education environment and enthusiasm to take learning outside Experience of using iPads and Google Suite (Drive, Mail, Calendar, Classroom) Experience of thematic planning Experience of incorporating children's interests in the learning environment and experience Innovative use of resources as part of continuous provision Experience of assessing and tracking progress using Ages and Stages of child development Knowledge of Tapestry Committed to pupils attaining the highest possible levels of achievement Experience of teaching EAL children with English as an Additional Language	Application Form
Skills & Aptitudes	Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required Good communicator with adults and children Work harmoniously and effectively with all members of Stephen Perse community Committed to own professional development	Ability to support other staff in leading CPD sessions using expertise	Interview
Personal Attributes	Professionalism, integrity and commitment to the ethos of the school Creativity and ability to adapt quickly to changes		Interview

Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

This is a full-time role, working 07:30-18:00, Monday, Tuesday, Wednesday and Friday. 52 weeks per year.

Salary

£39,360 - £40,817 per annum.



Benefits

- 24 days holiday plus bank holidays and up to 3 days for the Christmas closure (pro rata for part time)
- Contributory pension scheme - matching up to 7%
- Salary sacrifice tech and cycle to work schemes.
- New starter bonus*
- Refer a friend bonus*
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- A loan of an iPad, for use whilst employed at the school.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.

Please note, all benefits are under periodic

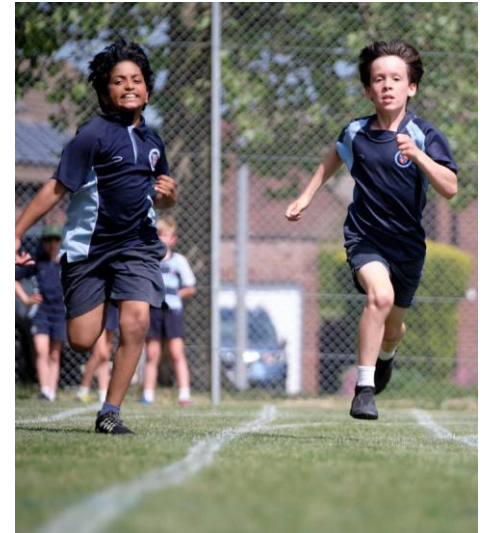
review and subject to change.

**Eligibility criteria applies.*

Privacy Notice

Please see our privacy policy which is available on the recruitment portal.

<http://www.stephenperse.com/recruitment>



Please apply directly by downloading an application form from our recruitment page at www.stephenperse.com/recruitment, or email recruitment@stephenperse.com to request an application form.

Please send completed application forms to recruitment@stephenperse.com

We are unable to accept CVs.

The Recruitment Process

- Interviews will take place as we receive suitable applications.

References may be taken up before interview.

Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse

Foundation

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

stephenperse.com



Charity No: 1120608