



ALDENHAM

— PREP SCHOOL —

Nursery Manager





A MESSAGE FROM THE HEAD OF FOUNDATION

I am delighted that you are interested in finding out more about this role within the Aldenham Foundation. I am proud to be part of an organisation which has as its core purpose preparing young people to thrive in and give back to the world in which they live.

All of my experience, as a teacher first and then as a Head has led me to believe that a child flourishes and succeeds at

school when they are known and valued as an individual by the adults around them, and when they feel a sense of connection to students older and younger than them; in other words, they should feel part of a community. The education we offer is one in which high academic expectations go hand in hand with a desire to see the whole person grow and flourish in a strong community that is both supportive and appropriately challenging.

I hope that you will want to find out more about working within the Aldenham Foundation, and look forward to meeting you soon.

Mrs Alex Hems - Head of Foundation

THE ALDENHAM FOUNDATION

The Aldenham Foundation has a shared governing body and is led by a Head of Foundation.

Aldenham School educates around 680 boys and girls (11-18 yrs) together with the Aldenham Prep School, which educates around 150 boys and girls (3- 11 yrs) on the Aldenham Campus.

The 20th Century and the new millennium have seen the developments continue and every challenge met. The size of the School has increased, the facilities have been updated, the academic timetable revised and extended and a wide range of activities added to the curriculum.

Mrs Sarah Galpin Head of Prep School



Our wonderful Prep School is based in the newly built and superbly resourced Vincent House.

At Aldenham Prep you become part of a family bringing out the best in staff and pupils.

School Aims

Aldenham Prep School is part of The Aldenham Foundation and shares its aims.

The Aldenham Foundation aims to provide a holistic vision of education in all its schools for which the following are essential features:

- To ensure that each individual pupil is nurtured and encouraged to make the most of their own special talents
- To encourage a love of learning in order to aspire to academic excellence and a broad education for all pupils
- To emphasise the importance of the social, moral and spiritual dimensions of community life in a multi-cultural society
- To provide a well planned, well organised environment giving children rich and stimulating experiences
- To foster good relationships and partnerships between pupils, parents, staff and the wider community



BACKGROUND TO

Aldenham School

Aldenham School was founded in 1597 and has remained on the same outstanding site ever since - surrounded by green fields, yet only 12 miles from Marble Arch. Aldenham has enjoyed a period of considerable growth over recent years and still retains a strong boarding ethos. Its reputation as an excellent environment for a high-quality all-round education owes much to its close knit and supportive community. Central to our educational aims is the fulfilment of every child's academic potential, but the building of confidence comes equally from participation in sport, music and drama and by meeting the challenge of living and working together within the disciplined community that is at the heart of Aldenham.

There are eight Houses constituting Aldenham Senior School: two co-ed Junior Houses for Years 7 and 8 which between them contain approximately 180 11-13 year old pupils, of whom up to 25 can be boarders; 2 senior (13-18) Day Houses, one for boys and the other for girls; a senior Boarding and Day house for girls; and 3 senior Boarding and Day Houses for boys. There are girls throughout the School making up around one third of the total number.

The School offers a wide variety of day and boarding options. The day pupils' programme operates from 8.30am until 5.30pm and staff are required to be on site throughout the school day. Boarders may either stay throughout the entire week as full boarders or can be flexi boarders. Flexi-boarding is an increasingly popular option. Around 180 pupils are either full boarders or flexi boarders. Boys and girls can move between these systems according to changes in family circumstances over their career in the School. It is interesting to note that a high proportion of the boarders live within a 20-mile radius.



The most recent full inspections of the School by ISI in November 2012 and December 2017 both produced exceptional outcomes with the highest grade of "excellent" being given in all categories. A full copy of the Inspection Report can be found on the School website.



Teaching loads are generous, with 51 out of 70 periods being the norm over two weeks, but colleagues are also required to contribute fully to the life of the School and to help with games, activities (4 lessons per week) and as tutors in the day and boarding houses. All teachers are also tutors, attached to one of the 8 houses and are responsible for delivering the tutorial programme, writing reports and overseeing the academic and pastoral welfare of their tutees. Drama, Music and the Duke of Edinburgh Scheme all thrive at Aldenham as well as “minor” sports such as sailing, fives and golf. The CCF is an active and well-resourced partnership with a local maintained School. The major boys’ sports are football, hockey and cricket which the School plays at a high level. The major sports for girls are hockey, netball and cricket. The School’s high profile in sport was emphasised by winning the - U15 ESFA Elite Schools Cup, U13 ISFA National Cup, U14, U15 & U18 Hertfordshire County Cup, U12 Plate County in 2023.

All pupils take a broad, but balanced curriculum up to GCSE of around 10 GCSE/iGCSE subjects in Year 11. The majority go on to the Sixth Form where a linear structure is used to enable most students to take three A-Levels, although some

will be offered the chance to take four. Beyond A-Level, the overwhelming majority go on to universities with a number taking gap years.

In recent years, there has been a major development and refurbishment programme. Most recently this has included the refurbishment of 10 science labs to a state-of-the art standard, and of the day and boarding house accommodation, which has been expanded and improved. The School’s buildings have undergone extensive renovation and refurbishment over recent years. The School’s newest building, The Wells Centre, includes a Sixth Form Centre as well as teaching areas for Psychology and Music. All teaching staff and students have their own Microsoft Surface device for use in and out of lessons. All teaching staff are expected to be accredited as Microsoft Educators within their first year at Aldenham. Significant ongoing investment and development of the ICT facilities allows extensive use of the Microsoft 365 environment for teaching, learning, management and administration. Computing, Dance, Design Technology (Graphics, Resistant Materials and Textiles), Drama, Government and Politics, Media Studies, Music Technology and Psychology all form part of a broad curriculum. A full-sized sports hall is at the centre of the games programme, which makes available an extremely wide variety of sports to boys and girls.

There are a number of regular school visits in the UK and abroad with many field trips, modern language visits to Europe, skiing, sports tours, as well as cultural visits to many parts of the world and expeditions to places far and wide.

Aldenham is traditionally a Christian foundation which now represents pupils, staff and families of all faiths and none. Pupils and staff are expected to be present at services once a week in the Chapel where the tenets of all faiths; kindness, tolerance and respect are reflected upon. A very wide range of racial and religious backgrounds are represented and welcomed within the School and a friendly and supportive atmosphere is our aim and our achievement within the school community.



ALDENHAM

— P R E P S C H O O L —

Aldenham Preparatory School (IAPS) offers day education for boys and girls from 3-11 to develop and thrive in a small, caring environment.

Aldenham Nursery opened its doors in 1992 and was a great success. Building on this success the Pre Prep Department opened in 2000 which has grown into thriving Prep School.

The new purpose built Vincent House opened its doors to pupils in March 2021. Housing children from Nursery to Year 6 this impressive facility reflects the modernity and professionalism of the school.

As part of Aldenham school founded in 1597 there is the opportunity for a smooth transition of education from 3-18 years.

Our Mission Statement states that:

‘At Aldenham Prep School, we provide a happy, nurturing and warm environment where quality learning takes place and the needs of each individual child are fulfilled.’

Nursery Manager

Reporting to: Headteacher

Responsible for: Nursery Practitioners / EYTs

Contract: Full-time, 38 weeks (Term time plus 4 weeks)

Hours: 8.00am – 4.30pm, 40 hours per week

Role Overview

The Nursery Manager provides effective leadership and day-to-day management of the Nursery, ensuring high standards of education, care and welfare for all children. The postholder ensures full compliance with the EYFS Statutory Framework, safeguarding requirements and ISI expectations, and promotes the school's ethos and values throughout all areas of provision.

The Nursery Manager works collaboratively with Reception staff to support smooth transition into school and has responsibility for organising and leading the Nursery Breakfast Club.

Key Responsibilities

Leadership & Management

- Provide clear, consistent leadership of the Nursery team, modelling high-quality early years practice.
- Lead the day-to-day organisation, staffing and routines of the Nursery, ensuring statutory ratios, supervision and deployment requirements are consistently met.
- Line manage, support and appraise Nursery staff through regular supervision, performance management and professional development.
- Write, review and implement Nursery policies and procedures, ensuring they are fully aligned with current EYFS requirements, safeguarding legislation, ISI expectations and whole-school policies.
- Monitor compliance across the Nursery, taking responsibility for implementing changes arising from updated statutory guidance or inspection requirements.
- Write, contribute to and oversee the preparation of written progress reports
- Meet with parents and carers to discuss progress, attainment and wellbeing
- Organise the Nursery Breakfast Club, ensuring safe, structured and nurturing provision.
- Plan and deliver the *Little Lions* parent and toddler group in liaison with Marketing and Admissions.

- Liaise with Reception and Admissions regarding transition arrangements and 4+ assessments.
- Attend Senior Leadership Team meetings when required.

Quality of Education (EYFS)

- Lead the planning and implementation of a broad, balanced and child-centred EYFS curriculum.
- Ensure learning environments are safe, stimulating, inclusive and well resourced.
- Oversee assessment, observations and tracking to ensure children make appropriate progress.
- Work closely with Reception colleagues to ensure continuity and progression across the EYFS.

Safeguarding, Welfare & Compliance

- Promote a strong safeguarding culture and ensure all procedures are implemented consistently.
- Work closely with the school's DSL/DDSL team in line with safeguarding policy and statutory guidance.
- Ensure children's health, safety and wellbeing are prioritised at all times, including during Breakfast Club.
- Maintain accurate records relating to attendance, safeguarding, accidents and training.

Parents & Partnerships

- Build positive, professional relationships with parents and carers.
- Lead settling-in procedures, ongoing communication and parent consultations.
- Support admissions, tours and Nursery events as a representative of the school.

Person Specification

Qualifications	Essential	Desirable
Full and relevant Early Years qualification (minimum Level 3)	√	
Level 6 qualification, EYTS or EYPS.		√
Paediatric First Aid qualification.		√
DSL or Deputy DSL training.		√
Experience	Essential	Desirable
Secure knowledge of the EYFS Statutory Framework and safeguarding requirements	√	
Experience in Early Years provision, including leadership or supervisory responsibility	√	
Experience using online assessment systems (e.g. Evidence Me, 2Simple, Tapestry).		√
Forest School or outdoor learning experience.		√
Skills & Attributes	Essential	Desirable
Strong communication and organisational skills.	√	
Warm, professional approach with high expectations for standards and care	√	
Collaborative and team-oriented mindset	√	

Aldenham Prep School



APPLICATION AND

Recruitment Process

Aldenham School is committed to safeguarding, promoting British values, supporting the welfare of children and young people and the prevention of extremism and radicalisation and expects all staff and volunteers to share this commitment.

We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010. Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Applications will be accepted by completion of an application form via My New Term on the vacancies page of our website www.aldenham.com/other-information/job-opportunities/. CVs alone will not be accepted.

Applicants will be required to undergo child protection screening, including reference checks with past employers and a Disclosure and Barring Service check.

Upon successful completion of the first application stage, we will formally invite you to attend an interview on site. You will then be informed of next steps should you qualify for the next stage.

Applications will be reviewed upon receipt and interviews arranged accordingly; early applications are therefore encouraged. We reserve the right to withdraw the advertisement once a suitable candidate is found.

If you have any questions regarding the recruitment process, please do not hesitate to contact us at vacancies@aldenham.com.



THE

Benefits

- Competitive pay.
- Free school meals during term time.
- Sports Centre – Staff have free access to the Sports Facilities at designated times.
- Eye Care – the Foundation contribute towards eye care costs.
- Cycle to work scheme.
- Free on-site parking.
- Investment in Training and Professional Development.
- Flu Vaccinations.





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PART OF THE ALDENHAM FOUNDATION

