Pre-School Manager
Little Acorns Pre-School

Ernulf Academy
Recruitment Pack
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Welcome Letter

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Libby Nicholas
Chief Executive, Astrea Academy Trust
A Warm Welcome, from Tracy Brogan, Ernulf Academy

Dear Candidate,

Thank you for your interest in the role of Pre-School Manager. The core purpose of the Academy is to secure the best possible experience, learning and outcomes for each young person for whom we have responsibility. We have high aspirations for all of our young people.

Our ethos is based on the celebration of success and the determination to secure further improvement. Visitors to the Academy comment on the purposefulness of lessons and the calm, friendly conduct of students.

We are seeking to appoint an HR Administrator to join our team as soon as possible. The ideal candidate will have strong administrative and communication skills, and be able to work effectively and accurately under pressure. We welcome interest from all; experience in HR is preferred but not essential as training will be given. We value all of our staff within the academy and across the wider trust.

At Ernulf Academy, you can expect a supportive culture within a school with high aspirations on its improving journey. We value our staff and there are many development opportunities within the academy and across the wider trust.

Tracy Brogan
Principal, Ernulf Academy, Astrea Academy Trust
Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

All members of staff and encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found here; https://astreasheffield.org/nursery/
Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. #4equity

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. #go4it

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. #Astreastars

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive #all4one

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change #4good

You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: https://astreaacademytrust.org/
Astrea Academy Trust Family

Academies currently within Astrea Academy Trust:

<table>
<thead>
<tr>
<th>Primary</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>★ Atlas Primary Academy, Doncaster</td>
<td><a href="http://www.stirling.doncaster.sch.uk/">http://www.stirling.doncaster.sch.uk/</a></td>
</tr>
<tr>
<td>★ Byron Wood Academy, Sheffield</td>
<td><a href="https://astreabyronwood.org/">https://astreabyronwood.org/</a></td>
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<tr>
<td>★ Carrfield Primary Academy, Rotherham</td>
<td><a href="https://www.astreacarrfield.org/">https://www.astreacarrfield.org/</a></td>
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<tr>
<td>★ Castle Academy, Doncaster</td>
<td><a href="https://www.astreacastle.org/">https://www.astreacastle.org/</a></td>
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<tr>
<td>★ Denaby Main Primary Academy, Doncaster</td>
<td><a href="https://www.astreadenabymain.org/">https://www.astreadenabymain.org/</a></td>
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<tr>
<td>★ Edenthorpe Hall Academy, Doncaster</td>
<td><a href="https://astreaedenthorpehall.org/">https://astreaedenthorpehall.org/</a></td>
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<tr>
<td>★ Gooseacre Primary Academy, Rotherham</td>
<td><a href="https://www.astreagooseacre.org/">https://www.astreagooseacre.org/</a></td>
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<tr>
<td>★ Greengate Lane Academy, Sheffield</td>
<td><a href="https://www.astreagreengatelane.org/">https://www.astreagreengatelane.org/</a></td>
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<tr>
<td>★ Hartley Brook Primary Academy, Sheffield</td>
<td><a href="https://www.astreahartleybrook.org/">https://www.astreahartleybrook.org/</a></td>
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<tr>
<td>★ Hatfield Primary Academy, Sheffield</td>
<td><a href="https://www.astreahatfield.org/">https://www.astreahatfield.org/</a></td>
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<tr>
<td>★ Hexthorpe Primary Academy, Doncaster</td>
<td><a href="https://www.astreahexthorpe.org/">https://www.astreahexthorpe.org/</a></td>
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<tr>
<td>★ Highgate Primary Academy, Rotherham</td>
<td><a href="https://www.astreahighgate.org/">https://www.astreahighgate.org/</a></td>
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<tr>
<td>★ Hillside Academy, Doncaster</td>
<td><a href="https://astreahillside.org/">https://astreahillside.org/</a></td>
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<td>★ Intake Primary Academy, Doncaster</td>
<td><a href="https://www.astreaintake.org/">https://www.astreaintake.org/</a></td>
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<tr>
<td>★ Kingfisher Primary Academy, Doncaster</td>
<td><a href="https://www.astrea-kingfisher.org/">https://www.astrea-kingfisher.org/</a></td>
</tr>
<tr>
<td>★ Lower Meadow Primary Academy, Sheffield</td>
<td><a href="https://www.astrealowermeadow.org/">https://www.astrealowermeadow.org/</a></td>
</tr>
<tr>
<td>★ The Hill Primary Academy, Rotherham</td>
<td><a href="https://www.astreathehill.org/">https://www.astreathehill.org/</a></td>
</tr>
<tr>
<td>★ Waverley Primary Academy, Doncaster</td>
<td><a href="https://www.astreawaverley.org/">https://www.astreawaverley.org/</a></td>
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Secondary

| ★ Astrea Academy Woodfields, Doncaster | http://astreawoodfields.uk/ |
| ★ Cottenham Village College, Cambridgeshire | https://www.astreacottenham.org/ |
| ★ Ernulf Academy, Cambridgeshire | http://www.ernulf.cambs.sch.uk/ |
| ★ Longsands Academy, Cambridgeshire | http://www.longsands.cambs.sch.uk/ |
| ★ Netherwood Academy, Barnsley | https://astreanetherwood.org/ |

Special School

| ★ The Centre School, Cambridgeshire | https://www.astreacentreschool.org/ |

All-through

| ★ Astrea Academy Sheffield, Sheffield | https://astreasheffield.org/ |
Job Description

Position: Pre-School Manager
Salary Range: Point 26-28, £23,866-£25,463 (Pro Rata)
Contract Type: Permanent
Reporting To: Principal
Location of Position: Ernulf Academy, Barford Road, St. Neots, Cambridgeshire, PE19 2SH

Purpose of this role
The fundamental duty of the post holder is to provide safe, high quality education and care for early years children, to fulfil legal and statutory requirements, to lead and manage staff on a day-to-day basis, to contribute to and to implement early year’s policies, and to ensure that all statutory, legal and setting obligations are followed and met.

Little Acorns Pre-School is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

S/he also represents the ethos, values and approach of the Academy to pupils, parents and staff.

Key responsibilities
The Pre-School Manager is responsible for the overall management and performance of the Little Acorns Pre-School. You will be responsible for devising and implementing strategy, managing, and inspiring the team, staying on top of the Early Years Foundation Stage Framework and any other curriculum requirements, ensuring full occupancy and growing revenues against agreed targets.

- To ensure the children are cared for in a happy, safe and stimulating environment.
- To plan, prepare and review the curriculum with your team for the Early Years Foundation Stage Framework.
- To ensure that the children’s parents are happy and answer any enquiries that may arise through regular communication.
- Audit accidents and incidents.
- Monitor your team and their performance. Ensure that staffs feel motivated and valued. Ensure that they have the correct uniform; follow the correct and up-to-date policies and procedures and follow their job description at all times.
- Ensure that checks on health & safety, first aid, fire safety, risk assessments and allergies are regularly taking place.
- Be fully aware of all regulations set out by OFSTED.
**Other Duties**

Have full regard to all aspects of the Academy’s Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;

Safeguard and promote the well-being of students and staff in all aspects of the performance of this role;

Follow Child Protection and other agreed procedures, e.g. relating to the organisation of trips and visits and the ordering of goods;

Undertake such other duties as the Principal may reasonably require.

*The Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.*
Person Specification

The Person Specification will allow you to understand who we are looking for within this job role and the skills knowledge or experience that we would expect.

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Key: Attribute tested principally through one or more of: Form, References, Interview, and Observation (F, R, I, O)

<table>
<thead>
<tr>
<th>Knowledge, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Skills &amp; Experience</strong></td>
<td></td>
<td></td>
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<tr>
<td>A minimum of 3 years’ experience in managing staff, motivating teams, and recruiting new staff members (F, R, I)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Equivalent of GCSE grade ‘C’ in both English and mathematics (F)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Completion of recognised Level 3+ Childcare Qualification (F)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Knowledge of the National Standards for the regulation of childcare provision and sound working knowledge of ‘Development Matters’ in the Early Years Foundation Stage Framework (F, I)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>A commitment to provision of high quality childcare with an interest in the care, learning and development of young children (F, I, R)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Some understanding of the importance of Health &amp; Safety and Food Hygiene in the workplace (F, I)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>First Aid Certificate (F)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Proven administrative experience, including handling confidential staff and child records (F, R)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Designated Person Child Protection training (F)</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Evidence of further or higher education qualification or completion (or to be working towards completion) of a recognised management or childcare qualification at Level 4 or above (F)</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Completion of other relevant courses</td>
<td>Yes</td>
<td></td>
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<tr>
<td>(F,I)</td>
<td></td>
<td>Yes</td>
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<tr>
<td>Health &amp; Safety Certificate (F)</td>
<td></td>
<td>Yes</td>
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**Personal Qualities**

<table>
<thead>
<tr>
<th>Good Leadership &amp; Management Techniques (I, R)</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Organisational &amp; Planning Skills (I, R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Excellent written and verbal communication skills, with colleagues, parents, carers and children (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>A positive and professional approach to inclusive practice, with children, colleagues, parents &amp; carers (I,R)</td>
<td>Yes</td>
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<tr>
<td>Punctuality (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Patience (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Reliability and trustworthy (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Enthusiasm for working with young children (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Flexibility (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Able to work and manage a small team (I,R)</td>
<td>Yes</td>
</tr>
<tr>
<td>Good sense of humour (I)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Child Protection**

<table>
<thead>
<tr>
<th>Commitment to form and maintain appropriate relationships and personal boundaries with young people [R, I].</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment to safeguarding and promoting the welfare of young people [R, I].</td>
<td>Yes</td>
</tr>
<tr>
<td>Understanding of how best to promote well-being of young people [R, I]</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each student’s welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and

- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’

*Keeping Children Safe in Education 2016*

The Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit [https://astreaacademytrust.org/about-us/statutory-documents/](https://astreaacademytrust.org/about-us/statutory-documents/) for the full policy as well as other Astrea Academy Trust policies.
Explanatory Notes

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
• Where appropriate any documentation evidencing change of name
• Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

• Motivation to work with children and young people
• Ability to form and maintain appropriate relationships and personal boundaries with children and young people
• Emotional resilience in working with challenging behaviours
• Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

• Verification of right to work in the UK
• Receipt of at least two satisfactory references (if these have not already been received)
• Verification of identity checks and qualifications
• Satisfactory Enhanced DBS Check
• Verification of professional status such as QTS Status, NPQH (where required)
• Satisfactory completion of a Health Assessment
• Satisfactory completion of the probationary period (where relevant)
• Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance
How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;

Name: Charly Guildford  
Position: HR Administrator  
Contact: Hr1@astreaernulf.org  
Closing Date: Friday 26th April 2019

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

Astrea Academy Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit https://astreaacademytrust.org/about-us/statutory-documents/ for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all
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