



**BELMONT
GROSVENOR
SCHOOL**



Appointment of:
Nursery Room Lead
Full-time (40 hours per week)
Starting ASAP

www.belmontgrosvenor.co.uk

Welcome from the Headteacher

I am delighted that you are considering applying for a Nursery Room Lead position at Belmont Grosvenor School. We are an independent school for children from three months to 11 years located in the beautiful Yorkshire Dales on the outskirts of Harrogate. Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a magical place where children make outstanding progress in all that they try, giving them the foundations to thrive in an ever-changing world. The happiness and wellbeing of our children is at the heart of all we do. By utilising our unrivalled setting, we aim to provide a breadth of learning experiences both inside and outside the classroom.

We recognise that much time and thought goes into preparing an application and we, in turn, will give your application serious consideration, should you decide to apply. If you would like to visit the School before sending in your application, please do not hesitate to contact us on admin@belmontgrosvenor.co.uk or 01423 771029.

Sian de Gracia
Headteacher



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The School

Belmont Grosvenor School is an independent prep school and nursery for children from three months to 11 years, located in the beautiful Yorkshire Dales on the outskirts of Harrogate (10 minute drive). Set in 20 acres of stunning grounds overlooking the Nidd Valley, Belmont Grosvenor is a truly magical place.

Vision: *To nurture and challenge children to make outstanding progress in all that they try, 'building strong foundations to thrive in our ever-changing world'*

Values:

Down To Earth: *We are warm and friendly and make everyone feel welcome*

Ambitious: *We have big dreams and we are determined to achieve them*

Nurturing: *We are supportive and caring to the world around us*

Resilient: *We embrace changes, seize opportunities and enjoy taking risks*

Inclusive: *We celebrate individuality and respect everyone for who they are*

Joyful: *We cherish childhood and make every day fun. We inspire a lasting love of learning*

Aims:

- Promote Wellbeing
- Create stimulating Learning Environments
- Personalise Learning
- Develop Progressive Learning Opportunities
- Engage our Community
- Prepare for the Future



History

History really comes alive for the children at Belmont Grosvenor School. Our magnificent Gothic building and extensive grounds are themselves a huge educational resource. They inspire each and every one of our children and give them the opportunity to experience and understand what life would have been like living in the Hall, as well as the family's position, and the building's prominence, in the locality. Swarcliffe Hall, standing proudly on 20 acres of beautiful countryside overlooking the Nidd Valley and as far afield as the York and the Yorkshire Wolds, was built in 1850 by the Greenwood family. The current Hall is the second house on the site – with the original building, owned by the Blessard family, constructed in 1800. With fine literary connections, Charlotte Bronte worked for a brief spell at the Hall as a Governess in 1839, gaining inspiration for her later novel Jane Eyre.

During the last few years, the charitable trust, which owns Belmont Grosvenor has refurbished and modernised all the facilities whilst still retaining the character, charm, and beauty of Swarcliffe Hall.



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Key Responsibilities

We are looking for a Nursery Room Lead who can:

- Provide a safe, nurturing, and stimulating environment for children.
- Plan and implement age-appropriate activities to support learning and development.
- Monitor children's progress and ensure they meet developmental milestones.
- Support children's emotional and social well-being.
- Lead and support nursery staff within the room.
- Delegate tasks and ensure staff follow nursery policies and procedures.
- Conduct regular team meetings to discuss children's progress and any concerns.
- Provide mentorship and training to staff and apprentices.
- Ensure the nursery room is clean, organised, and meets safety regulations.
- Conduct risk assessments and ensure safeguarding policies are followed.
- Administer first aid when necessary and maintain accident/incident reports
- Build strong relationships with parents and provide regular updates on their child's progress.
- Address parental concerns professionally and effectively.



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Full Job Description

Nursery Room Lead



MAIN DUTIES AND RESPONSIBILITIES

Overall purpose of the post

The post holder is responsible for ensuring high standards are met in the care of up to 40 children, from 3 months old, in the Nursery between 8am and 6pm. The Magic Tree is operationally distinct from other parts of Belmont Grosvenor School, being open for 51 weeks of the year and not just in term-time.

Primary Responsibilities

- Reporting to the Head Teacher, Nursery Manager and Deputy Manager
- To responsible at all times for the safety and security of children and staff and to meet all statutory regulations in this area.
- To ensure accident forms are completed and signed by all parties involved.
- To have a good understanding of spoken and written English
- To make every effort to keep up-to-date with best professional practice in the care of babies and toddlers and to undertake training accordingly.
- To ensure that the Early Years Foundation Stage Statutory Framework are met within the Nursery
- To ensure that the Early Years Foundation Stage Guidance is implemented
- To maintain Nursery records and to liaise effectively with parents.
- To ensure all health and safety checks have been completed throughout the day in both the indoor and outdoor environment.
- Be available for Parents evenings.
- To implement and adhere to whole school policies and those specific to the Magic Tree.
- To be aware of and act upon all policies regarding 'Safeguarding Children'.
- To attend staff meetings / briefings and other meetings with colleagues as required.
- Attend an annual appraisal.
- Attend and assist with Open Days, Christmas events, Governor functions and any other school or nursery events as requested by the Headteacher
- When on courses etc remember at all times you are representing the Nursery.
- To act as a key person to a small group of children and to ensure their needs are reflected in the planning of routines and activities.
- Ensure the learning environments are meeting the needs of the children.
- To ensure that every child within your Key person group has observations completed every week
- To be aware of children's special educational needs and ensure staff support these children effectively.
- To adhere to the nursery's policy on Confidentiality.
- To assist the Nursery Manager and deputy in the maintenance of the public image and reputation of the school.
- To undertake other duties, as assigned by the Headteacher and Nursery Manager,
- necessary for the efficient running of the school.



Package and Benefits

Start date: ASAP

Location: Belmont Grosvenor School – Magic Tree Nursery, Birstwith, North Yorkshire, HG3 2JG

Status: Full-time, permanent

Hours of Work: 40 hours per week

Salary: A competitive salary, using the BGS pay scale

Pension: NEST pension scheme

Holiday: 28 days + Bank Holidays

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Professional Development and Training opportunities
- A friendly and supportive staff team with frequent social events
- Free school meals from the school kitchen
- Private parking



Information for Applicants

Safeguarding:

Belmont Grosvenor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prospective staff should read the School's Safeguarding Policy, Staff Code of Conduct, Recruitment Policy and Keeping Children Safe in Education guidance, which are available on our website or in hard copy from the School Office. All shortlisted candidates will be required to complete a 'Suitability to Work with Children: Self Declaration form'. This form must be completed, signed and returned to the School Business Manager prior to the interview taking place. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Equal Opportunities:

Belmont Grosvenor School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (ie. skills, qualifications, experience) in selection and recruitment.

How to Apply:

To arrange a visit before applying, please email:
admin@belmontgrosvenor.co.uk

Candidates are asked to complete an Application Form (available for download from our website) and submit this as soon as possible. CVs will not be accepted in substitution for completed Application Forms. Please also submit completed Equal Opportunities and Staff Disqualifications Declaration Forms (on our website).

Applications will be considered in the order in which they are received, and the School reserves the right to make an appointment prior to the closing date should the ideal candidate(s) be identified.

Applications should be sent by email to Caroline Garnham, PA to the Headteacher. Email: admin@belmontgrosvenor.co.uk

Belmont Grosvenor School is committed to ensuring that the personal data of applicants and employees is protected. The School's Privacy Notice is available on our website and our Recruitment Policy sets out how the School uses and protects any personally identifiable information that is collected as part of the recruitment process.



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