



**BELMONT
GROSVENOR
SCHOOL**



Appointment of:

Pre-Reception Room Lead

www.belmontgrosvenor.co.uk

Welcome from the Headteacher

I am delighted that you are considering applying for a Pre-Reception 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 well-being 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. We look forward to hearing from you!

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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Magic Tree Nursery

The Magic Tree Nursery was formed in 2007 and is situated in the old stables block of Swarcliffe Hall. The nursery is open for 51 weeks of the year, from 8am to 6pm, and helps to provide childcare for some BGS pupils during non-term time.

We accept babies from three months old, and have four separate groupings:

Seedlings: 3-16 months

The youngest of our children have their own room designed to meet their individual needs, encourage play and free flow between indoors and their own secure outdoor area. They enjoy sensory and heuristic play and a cozy area to enjoy stories and singing.

Saplings: 16-26 months

The 'toddlers' of the setting have a large room with plenty of space to move around and explore all areas such as construction, small world and the cozy story corner. They have access to the covered veranda allowing indoor and outdoor free flow.

Tree Tops: 2-3 years

The rising 3's has a dedicated environment that offers: sensory tabletops; mark marking stations; floor play for construction and small world; a roleplay area; and an area for technology including an interactive whiteboard and computer. The children take part in weekly swimming lessons and drama.

Pre-Reception: 3-4 years

Our oldest children are being prepared for school in their large classroom-style room, developing independence, self-care, relationship building and the confidence to communicate with peers and adults. They enjoy a weekly baking activity as well as Forest School, swimming, French, music and drama (all with specialist teachers). The children wear a uniform for the first time and join in with the school calendar activities, such as Harvest Festival and Christmas performances.



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Key Responsibilities

We are looking for a passionate practitioner who:

- *Has a calm and positive personality and is enthusiastic about working with young children.*
- *Can work proactively as part of a friendly team.*
- *Be a 'key person' to a small group of children, build up and promote positive relationships with their families.*
- *Nurtures and supports the health, well-being and education of young children.*
- *Monitors children's progress to ensure they reach their individual range-related development.*
- *Creates engaging activities, that follow children's interests and inspires them, throughout the day.*
- *Enables children to become independent, through positive communication and praise.*



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Job Description



Overall purpose of the post:

The post holder is responsible for leading the Pre-Reception room, working with children aged 3 and 4 years. They will ensure high standards of care, learning, and development are consistently maintained throughout the setting.

Primary Responsibilities

Reporting to the Head Teacher and Nursery Manager.

To be responsible at all times for the safety and security of children and staff and to meet all statutory regulations in this area.

To play a key role in preparing children for Reception and formal education and also working to retain pupils at this key transition point.

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.

Be available for Parents Evenings.

To implement and adhere to whole school policies and those specific to the Early Years.

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 and 6-monthly review.

Attend and assist with Open Days, Christmas events and any other school or nursery events as determined by the Head Teacher.

When on courses or working of site remember at all times you are representing the Nursery.

To oversee the weekly planning and monitoring of the EYFS curriculum in accordance with the overarching, long-term plan.

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.

To ensure that every child within your key person group has an observation and a snapshot completed every week depending on the amount of sessions attended.

To be aware of children's special educational needs and ensure staff support these children effectively.

Write half termly next steps for Key children.

To adhere to the nursery's policy on Confidentiality, Safeguarding, Health and Safety.

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 Head Teacher and Nursery, Manager necessary for the efficient running of the school and Early Years.

Person Specification and Requirements

Essential

- A genuine love and passion for working within Early Years creating a sense of joy, fun and creativity for the children in their Nursery environment.
- An enthusiastic and proactive practitioner who has outstanding knowledge, application and delivery of the EYFS (0-4) and of high-quality Early Years practice, including statutory requirements.
- A commitment to team, working and supporting colleagues in working together to ensure continuous improvement and the delivery of high levels of learning outcomes for all children.
- Knowledge and commitment to child protection, health and safety, equal opportunities and SEN/inclusion.
- Excellent communication and interpersonal skills
- Good knowledge of child protection and safeguarding
- Excellent planning, organising and time management skills.
- Minimum of Level 3 Childcare qualification

Desirable (but not essential)

- Two years qualified experience in a good or outstanding nursery and childcare setting.
- Paediatric First Aid certified.
- Experience of an Ofsted/ISI Inspection
- Experience of working in a nursery as part of an independent school setting





Package and Benefits

Start date: September 2026

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

Status: Full-time

Hours of Work: 40 hours per week, term time or full-time considered

Salary: A competitive salary, using BGS pay scale

Pension: NEST pension scheme

Additional Benefits Include:

- An excellent working environment in the beautiful, extensive grounds
- Professional Development and Training opportunities
- Significant concession on childcare and school fees, including holiday club provision
- Free school meals and 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 (i.e. skills, qualifications, experience) in selection and recruitment.

How to Apply:

To arrange a visit before applying, or to arrange a Zoom/phone call with the Headteacher/Nursery Manager, please email: admin@belmontgrosvenor.co.uk

Candidates are asked to complete all Application Forms (available for download from our website) and submit these 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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