



Moreland Primary
School
& Children Centre

0-3 Manager

St Luke's and Moreland Federation
Islington EC1

MRD/475

Closing Date: Midday, October 30th 2019





Contents

Letter from the Head Teacher

How to apply

Advert

Job Description

Person

Specification

Guidance notes

Policy on Recruitment and Employment of Ex-Offenders

How to apply

0-3 Manager



Application Deadline

Completed application forms must be received by **Midday, 30th October 2019**

To apply

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **MRD/475**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up immediately after the offer of appointment. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Additional

CVs will not be accepted.

For support staff, this post is subject to a period of 6-month probationary period. This also applies to candidates coming from Local Government.



Moreland Primary School and Children's Centre

0-3 Manager

Salary: Grade P03 £38,403 - £41,466 per annum dependent on experience

Contract: Full-time, 35 hours per week

This is an all year round post including working within extended hours 8am-6pm and working in school holidays.

Required from November 2019 (or as close to this start date as possible)

Do you want the opportunity to manage and develop our 0-3s provision supporting young children to have a good start in life, in a new pure built thriving school and Children's Centre?

Moreland Primary School and Children's Centre is located in a new building encompassing 0-11's care and education. We are looking to appoint a full time manager who has a minimum of two years' experience of day to day management of staffing, admissions and education and childcare provision for children 0-3 within an inner city, multi-cultural setting. We need a manager who:

- Will manage 0-3's provision so that it runs smoothly every day
- Can work closely with the schools leadership team to ensure the highest standards and the best possible environment, education and care for young children 0 – 3 years
- Can inspire and manage others and be an effective role model for staff, including teamwork, positive relationships with children, parents and carers
- Is passionate about providing high quality and enabling environments for all young children to learn, develop and thrive
- Has effective, efficient, organisation and great interpersonal skills.
- Is committed to meeting the needs of the whole child and their family
- Relates well to people, parents, carers, early years team, outside agencies and wider school community and actively supports early home learning
- Wants the opportunity to grow and develop and be part of the schools vision 0-11s

This is a unique opportunity to work at Moreland Primary School and Children's Centre (part of the Moreland/ St Luke's Federation) Both schools and the Children's Centre work closely together and serve the local EC1 vibrant and diverse community. Moreland School (2-11) received a good Ofsted with outstanding features in 2016 and the 0-2 provision also recently judged as good by Ofsted. We are looking for a person to join the team and work together on our journey towards outstanding.

Please [click here](#) to apply for his job. If you need assistance please email schoolsrecruitment@islington.gov.uk quoting Ref. **MRD/475**.

Moreland Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

Visits to the school and centre are positively welcomed. Please contact Catherine Bradley, School Business Manager to arrange a time on 0207 253 8144 or email admin@moreland.islington.sch.uk

Closing Date: Midday 30th October 2019

Short listing: 31st October 2019

Interviews: 4th November 2019



Advert

St Luke's and Moreland Federation - Islington EC1

Letter from the Head Teacher

Dear Potential Candidate,

Thank you very much for your interest. Moreland and St Luke's are both very happy, thriving school both graded as 'good' schools by Ofsted with 'outstanding personal development, behaviour and welfare'. The children are at the heart of everything that we do and every decision that we make. The governors, leadership and staff team work collegially and we have extremely high expectations for the children and of the children. Moreland moved into a fantastic new building in November 2016 and is growing into being a 2 form entry school from early years upwards. In September we will be 2 form entry between Nursery and Year 1 on top of our Year 2-6 classes. We also provide year round provision for children from 0-3 in our Children's Centre.

Please see both school websites for information about the schools. You are also very welcome to call me or come and have a look for yourself.

The post will be offered subject to satisfactory completion of pre-employment checks. Prior to appointment formal checks will be made in accordance with the current statutory requirements relating to child protection.

With best wishes,

Ann Dwulit

Executive Head teacher



JOB DESCRIPTION

POST: 0-3 Manager

JOB REFERENCE: MRD/475

GRADE: P03

SERVICE AREA: Moreland Primary School and Children's Centre

ACCOUNTABLE TO: Executive Head Teacher

RESPONSIBLE TO: Head of School and Early Years Assistant Head

This is an all year round post including working within extended hours 8am-6pm and working in school holidays

PRIMARY JOB FUNCTION

- The 0-3 Manager will work with the Assistant Head EYFS to develop and manage high quality all year round education and childcare and extended provision for 3-4 year olds.
- The postholder will be responsible for the day to day management of the provision working closely with the Schools Leadership team and Early years Assistant Head to ensure the highest standards and the best possible environment and care for young children.
- To lead with the Assistant Head EYFS on high quality early years practice based on the principles of effective early learning and the EYFS curriculum to support all children in reaching their full potential particularly in the prime areas of learning and development.
- To be an effective role model for staff, including teamwork, positive relationships with children, parents and carers.
- To manage and administer the admissions (monitoring vacancies, offering places, admissions interviews and paperwork) for children 0-3 and the marketed nursery places including the wrap around care.

DUTIES AND RESPONSIBILITIES

1. To promote the safeguarding of children.
2. To be responsible for and oversee the day to day management, staffing, organization and smooth running of the provision. This includes organizing rotas, holiday cover, extended day provision and sick cover ensuring ratios are maintained and there are appropriate staff on duty to meet the needs of the children e.g. Key person available to child settling.
3. To develop the ethos of the provision working within the whole school 0-11s vision including creating a welcoming, nurturing and family friendly environment.





4. To have a sound knowledge and understanding of and follow safeguarding procedures and policies thus ensuring that all children are safeguarded.
5. To hold an up to date Group 5 Safeguarding training and work in partnership with the schools safeguarding and pastoral care team reporting to the Head of School who is the School's safeguarding lead. To hold Designated Safeguarding Lead responsibilities during the school holidays.
6. To work with the Schools Assistant Head EYFS to develop child centered play-based provision & a curriculum appropriate to the developmental needs of young children 0-3 years. This shall be based on observation and assessment of individual children's needs and interests and a sound knowledge and understanding of the early years curriculum and welfare guidance.
7. With the support of the Assistant Head EYFS develop and evaluate effective systems for planning, observation and assessment; drawing on the knowledge of the keyworker, parent, other professionals and staff.
8. To work effectively in partnership with local agencies and early childhood services including Bright Start, health services professionals, voluntary and community organization.
9. To keep up to date with best Early Years Practice in order to disseminate good practice across the provision.
10. To implement the schools Early Years positive behavior policy with children, staff and families.
11. Take a lead in developing and maintaining a partnership with parents that values their contributions and includes them in their child's education, including ensuring smooth transitions and continuity for the child and parents into the School's nursery and other settings.
12. To be responsible for the day to management, supervision and support of the 0-3s team and carrying out performance management and appraisal jointly with as agreed either the Executive Head Teacher, Head of School or Assistant Head EYFS.
13. Uphold the principles of and model good practice in inclusion and equal opportunities in all aspects of the role. Support early identification and intervention and work closely with school 0-5 Inclusion Manager and SENCO.
14. Follow the School's policies and procedures and contribute to the development and review of relevant policies and procedures.
15. To be responsible for the supervision of student practitioners and volunteers in the provision and ensure they adhere to the ethos and practice of the setting.





16. To work closely with the School Business Manager to ensure; smooth admissions, to maximise uptake of places and income to meet occupancy targets and take responsibility for billing and fees collection as directed by the Business Manager.
17. To manage all admissions for children 0-3, the marketed nursery places (top up) and wrap around care for 3-4 year olds including promoting the Children's Centre to prospective parents, running tours, monitoring vacancies, offering places, admissions interviews and paperwork.
18. To undertake other minor and/or non-recurring duties appropriate to this post as directed by Executive Head Teacher.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times carrying out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

The title of the post to which I normally report is:

Signed:

Date:





PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following essential criteria.

Moreland Primary School and Children's Centre	
Designation : 0-3 Manager	
Grade : PO3	

EDUCATION and EXPERIENCE

E1	Relevant Graduate qualification or Early Years Professional Status
E2	Preferably, a minimum of two years' experience of day to day management of staffing and education and childcare provision 0-3 within an EYFS setting.
E3	A sound knowledge of child development and early childhood education.
E4	Experience of working in a multi-cultural inner city setting and of working with children for whom English is an additional language.
E5	An understanding of, and commitment to, integrated education and care.
E6	Experience of administering admissions or a good understanding of the admissions process in Children's Centres.

KNOWLEDGE, SKILLS and ABILITY

E7	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. and or vulnerable adults.
E8	Proven commitment to meeting the needs of the whole child and his/her family, particularly an understanding of the importance of the child's well-being, personal, social and emotional development.
E9	Commitment to maintaining and developing the ethos of the Centre and the school as a partnership of children, governors, staff from all the agencies concerned, parents/carers and the community.
E10	High level of communication and inter-personal skills and the ability to communicate effectively, both orally and in writing, with children, staff, parents/carers and the community.
E11	Ability to work in a co-operative and supportive manner with the Executive Head Teacher and the School's Senior Leadership team.
E12	Ability to create a secure, well ordered and welcoming environment which ensures the educational, social and emotional well being of all children. Knowledge and understanding of health and safety within and Early Years setting including daily risk assessment, registers and care and welfare procedures.
E13	Evidence of commitment to fostering equality and promoting the richness of





	diversity through the Curriculum, in relationship with parents, and in the supervision, support and leadership of staff.
E14	Ability to evaluate provision and initiate appropriate changes.
E15	Commitment to, and a knowledge and understanding of, the importance of mainstream educational inclusion for children with special educational needs.
E16	Sound knowledge of current developments and major issues in the education and care of children from birth to five years and to meeting the needs of families and the local community.
E17	Knowledge and understanding of effective record keeping and its use to promote the educational and personal development of young children.
E18	To have relevant IT skills, be willing to develop these skills as necessary and be familiar with relevant software.
E19	The ability to implement a high quality curriculum for all children,(0 months to 3 years old), and knowledge of the Foundation Stage including differentiated learning.
E20	An understanding of the importance of professional training and the ability to undertake performance management and supervision responsibilities.
E21	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.

- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practicing Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practicing Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.