

Wigston Menphys Nursery School

Helping Every Star To Shine

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Welcome

On behalf of the Governing Body, staff, children and parents, I would like to thank you for your interest in this position.

I am naturally biased, but fully believe that this is a rare and excellent opportunity for someone wanting to progress their career and knowledge in early years education.

This Office Manager post will be based at the Wigston Menphys Nursery School in Wigston. We have a 'sister' nursery school in Burbage.

Our nursery schools are unique and are located across two sites in Leicestershire, as mentioned above. We welcome children with special educational needs aged 2-5 years old from many different backgrounds and cultures.

The children who attend Menphys Nursery Schools are our greatest ambassadors. They are testament to the outstanding care and education they receive thanks to the excellent staff team. Visitors to the settings will see that the children are the 'stars' of the show. From the look on their eager faces as they undertake tasks, presented to them in fun and accessible ways, to their beaming smiles and shouts of joy when they achieve their goals. Happy children who we are very privileged to watch embark on their educational journey.

Each site's facilities are also truly exceptional, particularly the large outdoor spaces we can offer the children in our care. We are able to use these spaces to increase and enhance their learning.

We are looking for someone who is organised, efficient and committed to providing first rate administration support.

It really is an opportunity not to be missed.

With kind regards,

Laura Jeffs
Headteacher

Introduction

Two Sites, One Vision

We provide term-time education for children with special educational needs, aged 2-5 years. Whilst the nursery schools are located over two sites, we are very much promoting and working towards, being one cohesive establishment.

The Office Manager vacancy is for the Wigston Menphys Nursery in Wigston, pictured below.



Wigston Menphys Nursery School



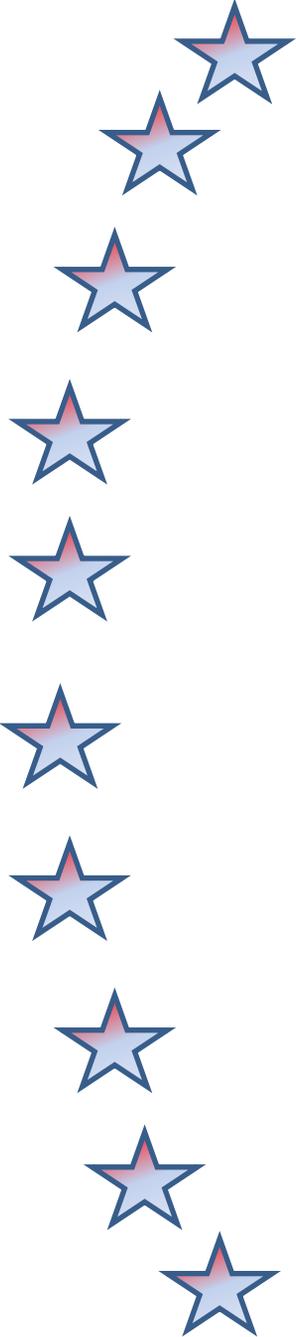
Butterfly Room

Wigston Menphys Nursery School was purpose-built in 1977 by Menphys and then handed over to the Local Authority and has been funded by them since. The geographical catchment of the setting is defined as being to the east of the M1.

The children and families served by our nursery schools come from diverse backgrounds and cultures, which enriches their experiences and encourages a feeling of mutual respect and understanding.

Helping Every Star To Shine

To provide the highest quality education possible we will:

- 
- Keep pupils at the heart of everything we do
 - Create a welcoming, respectful and inclusive environment for all
 - Enable pupils to learn about themselves, others and the world through play and sensory experiences
 - Provide learning opportunities that are enriching, stimulating and challenging
 - Foster a learning environment that is inclusive, happy, safe and healthy
 - Develop children's self-esteem and well-being so that they can become resilient and confident learners
 - Respect the role of parents and carers by building strong, reciprocal and supportive relationships
 - Value and develop all our staff – they are our greatest resource
 - Work collaboratively with others involved in children's education and their wider life
 - Be reflective in our approach and act on outcomes to continually move forward
 - Set the very highest standards in all that we do

Our Facilities

Hall



Wigston:

- Spacious adapted outdoor play areas, with a free play wooded area
- Multi-Sensory room
- Wheelchair swing and roundabout
- Soft Play room
- Bright, welcoming classrooms
- Large hall

Children's bathroom



Outside play area

Job Title:

Office Manager

Responsible to:

Headteacher and the Governing Body of the Menphys Nursery Schools.

Responsible for:**Important relationships:**

- Children, parents and carers
- The Governing Body
- Members of the teaching and support staff
- Contract and agency staff
- Visiting Professionals
- Local Authority departments, including Finance, Payroll, HR, Bursar, SENA, Leamis
- Local Authority representatives and early years and childcare services officers
- Representatives of trade unions and professional associations
- Representatives of the Menphys charity
- Members of the community, including private and voluntary organisations

Selection Process

HOW TO APPLY

Please complete the application form and refer to the Person Specification and Job Description. (see separate documents).

Please return your completed application by post to:

Wigston Menphys Nursery School
Launceston Road
Wigston
Leicester
LE18 2FR

KEY DATES

Applications by: **Friday 22 January 2020**

Interviews on: **Week commencing 08 February 2020**

Shortlisted candidates are welcome to visit the nursery school prior to the interview date.

Please make arrangements accordingly by contacting

**Wigston Menphys Nursery School on
0116 2889977**

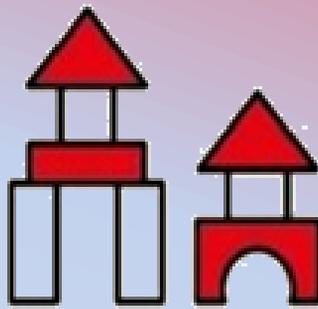
if you are offered an interview.

SAFEGUARDING

The Menphys Nursery Schools are committed to safer recruitment safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. **This post is subject to an enhanced Disclosure and Barring Service (DBS) check. Reference checks will also be performed prior to interview.**

EQUAL OPPORTUNITIES

The Menphys Nursery Schools are committed to promoting equality of opportunity and we will follow fair recruitment and selection processes.



The Menphys Nursery Schools