

RECRUITMENT PACK

Farnham Academy

Nursery Manager



Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that impacts positively our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share, and learn from each other and the wider system through agile professional learning communities. They have access to high-quality professional development through our **Institute of Learning**. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected, and happy in their work.

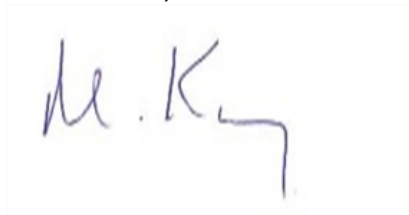
Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we will live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

This partnership has created one of the largest non-faith Trusts in West Yorkshire, with 18 academies, 8,200 pupils, and over 1,200 staff. Rooted in shared values of inclusivity, collaboration, and excellence, this is a natural partnership and an exciting time to be joining our Trust.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

A handwritten signature in blue ink, which appears to read "M. Kay". The signature is written in a cursive, flowing style.

Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)

For further information about Impact Education MAT, please visit our website:

www.i-mat.org.uk

Farnham Academy

'Together we discover, believe & achieve.'

On behalf of myself, staff and pupils, I would like to thank you for your interest in Farnham Academy – a happy place where every child is valued, nurtured and celebrated. Farnham Academy is not only an exciting place to work but is at an exciting place in its journey. Situated in inner city Bradford, we are a 2-form entry school and we currently have 460 pupils on roll which includes our nursery provision for 3 year olds.

The Farnham Curriculum is currently going through an exciting period of transformation. If you were to join us now, you would be in a position to truly shape the learning experiences you give your pupils through a curriculum that is exciting and relevant. Our pupils want teachers and leaders who are motivated and willing to make everything they do count. They want exciting lessons with resources that are of a high quality where they can enjoy learning and prepare for the future. Our dedicated and caring staff are committed to providing an inclusive, high-quality education for all children. The whole team works hard to remove barriers to learning so that all children can participate in a full and rich curriculum.

Behaviour at Farnham is good. We encourage all children to be kind, love learning, work hard and relish the challenges that new learning brings whilst making the happiest of memories. There is a culture of high expectations of both learning and behaviour and we place an emphasis on developing relationships where children and staff are respectful towards each other and value diversity. We have a strong commitment to achieving the best possible outcomes for all, preparing pupils to take their place as responsible citizens in modern Britain.

Our website will provide you with a snapshot of our school but if you have any further questions please do not hesitate to contact me if you have anything you wish to discuss. It's important you apply to somewhere you feel you can make a positive contribution and can flourish. I would strongly recommend a visit to the school where I would be happy to show you around and answer any questions.

I wish you every success in your application.

Best wishes

Samantha Keenan
Headteacher

Job Description

Post:	Nursery Manager
Salary:	Scale PO1, SCP 27-30 (FTE £39,481-£42,123) – Actual £34,925
Hours:	37 hours, Term Time Plus 5 Days
Start Date:	January 2027
Closing Date:	Friday 13 November 2026 at 9am
Interview Date:	TBC

Core Purpose

- To deliver effective daily management of the nursery, in accordance with school policy, all relevant legislation, plus local authority and OFSTED requirements.
- To monitor provision to ensure the provision is of the highest quality; providing a safe, stimulating and caring child- centred environment catering for the children’s educational and developmental needs.
- To ensure that all agreed quality and safety standards are maintained in the nursery at all times.
- To work with the Early Years Leader and Senior Leadership Team to deliver a first class service to parents considering the nursery for their child/children, ensuring the nursery is at optimum capacity at all times.
- To take responsibility for the overall management of the Nursery.
- Work with the Head Teacher and Senior Leadership team to develop a marketing strategy to promote the Nursery provision ensuring provision is full where possible in preparation for September Reception intake.
- Work with the Early Years Leader and Headteacher to manage the admissions process, including welcome visits, home visits and supporting the settling in of new children.
- To liaise closely with parents/carers to ensure high levels of involvement and parental satisfaction at all times.

Duties and Responsibilities

Support Learning & Development

- Provide high-quality care and education for children aged 0–5 in line with EYFS guidelines.
- Lead by example as a practitioner and as a manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- To play a major role in the delivery of high quality teaching and learning in the Early Years Foundation Stage. This will include the planning of the curriculum and giving of feedback and advice, as well as assisting and supporting colleagues with the delivery of a differentiated curriculum.
- Set challenging and aspirational expectations for pupils, encouraging independence, cooperation, self-esteem, and positive learning behaviours.
- To monitor the standards of behaviour and achievement within the Nursery setting.

- To work collaboratively to support the Early Years Leader in the development and implementation of curricular initiatives, building in understanding and independence.
- Support children's personal, social, emotional, physical, and intellectual development.
- To keep up to date with current developments in teaching and learning and school improvement in the Early Years Foundation Stage to share with staff.
- To work collaboratively to review long term planning to ensure coverage, progression and a range of learning experiences.
- Set appropriate expectations for staff and pupils in relation to standards of pupil's achievements and the quality of teaching, establishing clear targets for improving and sustaining pupil's achievement supporting the process of teaching and learning in accordance with agreed policies and guidelines.

Assessment & Monitoring

- Observe, assess, and record children's progress using EYFS principles and school policies.
- Monitor pupil responses to learning and record progress toward predetermined objectives.
- Ensure planning is effectively carried out and ensure individual needs are being met.
- Update the headteacher and other senior leaders on the effectiveness of provision for pupils throughout the school feeding into the SDP.
- Work in collaboration with SLT to monitor progress and ensure appropriate strategic action plans are in place where issues are identified.
- Assist in the development and implementation of Individual Education Plans (IEPs) and Personal Care Programmes using specialist skills where required.
- Ensure Trust wide data requirements are completed and attend Trust wide data meetings.

Inclusion, Safeguarding & Behaviour

- Promote a warm, inclusive, nurturing environment where all pupils feel safe, valued, and accepted.
- Support pupils with a range of additional or complex needs, ensuring safety, dignity, and full integration.
- Maintain consistent application of behaviour and relationship policies, promoting positive values and attitudes.
- Follow safeguarding, child protection, and health & safety procedures at all times.

Pastoral & Care Responsibilities

- Attend to pupils' personal care needs, including toileting, dressing, mobility assistance, nappy changing, and first aid where applicable.
- Support daily routines such as meals, hygiene, rest times, and transitions across the day.
- Ensure high standards of cleanliness, hygiene, and wellbeing in all interactions.

Leadership

- Support the EYFS lead in providing a clear direction for the development of Nursery.
- Lead, support, motivate and direct support staff working in Nursery, helping them to meet personal and professional targets.
- To work with the leadership team to monitor, evaluate and review the effects of policies, priorities and targets of the school practice, and take necessary action.
- Contribute to establishing the school's core values.
- Work collaboratively to contribute to management decisions on all aspects of policy, development and organisation in relation to Nursery.
- Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives.
- Attend planning meetings as required, and report back to staff when necessary.
- Establish good relationships, encourage good working practices, and support the Early Years Leader.

Environment & Resources

- Develop, organise, and maintain an orderly, purposeful learning environment.
- Prepare, use, manage, and safely store resources and equipment; identify or suggest new resources when required.
- Maintain a clean, safe, stimulating indoor and outdoor environment at all times.

Human & Material Resources & their Development & Deployment

- With the senior leadership team, support the professional development of Nursery staff through example, coaching, peer support and target setting.
- Maintain effective and efficient management and organisation of the Nursery resources.
- Ensure the maintenance of a structured environment for effective teaching and learning, for good behaviour and discipline and for pupils' spiritual, moral, social and cultural development.

Collaboration & Communication

- Build positive, professional relationships with pupils, families, colleagues, and external agencies.
- Gather or relay information to parents/carers sensitively under teacher direction, offering guidance where appropriate.
- Contribute to meetings, planning discussions, and multi-agency liaison to support pupil progress.
- Transfer work and resources back to the teacher after sessions and report any concerns or issues.

Extended Duties

- Supervise pupils during breaks, before/after school, and on trips, taking responsibility for a group when required.
- Contribute to planning and supporting out-of-school learning experiences.
- Take line-management responsibility for LSAs, trainees, volunteers, or students on placement when required.

Professional Development

- Participate in ongoing professional development, reflective practice, and performance reviews.
- Recognise personal strengths and areas for growth, using expertise to support colleagues and the wider school community.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications	• GCSE/O'Level Grade C/4 English and Maths or equivalent • NNEB or minimum Level 3 qualification in Early Years Education	• Paediatric First Aid at Work • Any other relevant qualifications	• Application • Certification
Experience	• Minimum 3 years' experience of working in Early Years Foundation Stage to support children's learning and development or similar role • Working in a team situation • Experience of working with or caring for children of relevant age • Experience of working with children with a wide range of needs (SEND, EAL, vulnerable)	• Working in a school or early years setting with a similar context • Experience of specific SEND needs and appropriate support strategies	• Application • Interview • References
Knowledge and skills	• Excellent working knowledge of the Early Years Foundation Stage Curriculum • Knowledge of current and relevant guidelines and legislation and an understanding of child development • Ability to work creatively to meet the needs of families, working with parents to effect change • Ability to communicate effectively with children, parents/carers and other professionals • High expectations which motivate and nurture children • Ability to plan activities and engage children with learning in an age-appropriate way	• Evidence of further professional development	• Application • Interview • References

	• Understanding of child development and learning • Good IT skills		
Character	• Strong moral purpose and drive for improvement • Approachable, courteous and able to present a positive image of the school • Ability to work well in a team • Values-aligned & resilient • Ability to work in a calm manner with children exhibiting behavioural difficulties • Flexible • Motivated and enthusiastic • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Ability to work under pressure • Ability to maintain confidentiality • Commitment to the full life of the academy	• Ability to think clearly and remain calm in emergency situation	• Application • Interview • References

How To Apply

To apply, please visit MyNewTerm at the following link:
<https://mynewterm.com/jobs/144862/EDV-2026-FA-21347>

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.