

 **A FOUNDATION
FOR LIFE...**



**LITTLE CRACKERS
NURSERY MANAGER
CANDIDATE INFORMATION PACK**

**Little
Crackers
NURSERY**



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WELCOME TO CRACKLEY HALL AND LITTLE CRACKERS NURSERY



Thank you for your interest in Little Crackers, in particular, in the role of Nursery Manager. We are delighted that you are considering joining our team and we hope that you will wish to apply for this position once you have found out a little more about us.

We are an extremely warm, kind and caring school and nursery, whilst challenging everyone to reach their personal and collective goals. Our community is important to us and the children know that they are valued for who they are. They pursue their dreams.

We support and challenge a wide range of children from a variety of backgrounds and have an outstanding record of pastoral care and academic success by getting the very best from our children.

Our school and nursery are made up of people who are friendly, bright, energetic and supportive. We treat every child as an individual, supporting them to grow into mature, resilient and well-rounded young people, with a strong set of moral values to guide them through life. As teachers and carers, our reward goes well beyond academic progress; it is in helping to produce strong, caring, creative young citizens ready to make a positive contribution to the wider community and the world around them. We aim to equip all our children with the skills and values, the confidence and self-belief to take the next steps on their journey.

Little Crackers and Crackley Hall are exciting places in which to work.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Duigan', with a stylized flourish at the end.

Robert Duigan

Head of Crackley Hall School

ABOUT THE PRINCETHORPE FOUNDATION AND CRACKLEY HALL SCHOOL

The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We currently support and nurture some 1,400 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.

Crackley Hall is a high achieving, thriving and happy school of 250 pupils aged 4 to 11 years in Kenilworth.

The school is characterised by its warm and friendly atmosphere – forged through mutual respect - and the ease of relationship between children and our staff. Christ's example of love, service, kindness and forgiveness is central to the school's ethos and pupils are encouraged to aspire to be the very best that they can in everything that they do. The school has an enviable reputation in academic attainment, sporting achievement and the performing arts. Pupils are smart, confident and articulate with a keen sense of fun and fair play.



“Pupils from the Nursery onwards make excellent progress.”

“As pupils leave the school, they are well-prepared for the next stage of their education and ready to take on their future challenges as capable, resilient and confident young people.”

ISI Inspection Report 2017

“Ours is a spirit of family and a spirit of friendship formed by kindness and understanding, by compromise and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour.”

Jules Chevalier, Missionaries of the Sacred Heart (founders of Princethorpe College)

ABOUT LITTLE CRACKERS

At Little Crackers we believe that it is never too early to start on an exciting journey into learning. Backing onto beautiful woodland our light and natural nursery rooms give children nine-months to four years, a blank canvas to experiment, create, explore and learn.

The nursery, situated at the heart of Crackley Hall School, is based in three rooms and benefits from having access to three outdoor spaces, our covered play area at the front of school, our Garden Room and our very own wood. The rooms reflect the different areas of the curriculum and children are able to explore many different activities from mathematical concepts and early writing skills to painting, scissor skills, sand and water and role play.

Supported by our friendly, caring Nursery Team and qualified Early Years Teacher, our Ladybirds, Dormice, Hedgehogs and Badgers enjoy a wide variety of ever-changing activities. the nursery day runs from 7.45am to 6.00pm, with day, morning and afternoon sessions available 51 weeks a year.

Our children also benefit from trying new activities at an early age including Music, Drama, PE and Games, Forest School and French lessons, all taught by specialist teachers.

“Little Crackers has been a fantastic stepping stone for all of our children. I have never worried about them, they are in good hands and all have grown in confidence.”

“We really appreciate that the children have so much exposure to specialist teaching, outside classes (like rugby tots) and forest school.”

“Our son’s speech and various skills have come along in leaps and bounds since joining Little Crackers.”

Little Crackers Nursery Parental Survey May 2025



THE ROLE AND THE PERSON

The role of Nursery Manager is a full-time, all year round position.

The Nursery Manager will ensure all children attending Little Crackers receive high quality care, are kept safe and are provided with stimulating learning experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum.

Reporting to the Head of Crackley Hall and in close liaison with the Director of Business Services, the Nursery Manager will be a member of the Crackley Hall extended leadership team. The Nursery Manager will line manage the Deputy Nursery Manager and our team of early years educators and work closely with several qualified teachers.

The Nursery Manager will be responsible for the strategic development of Little Crackers, ensuring the provision is up to date, evolving and meets the needs of our families and local community. They will be the main contact for Little Crackers and will work closely with both existing parents and prospective parents.

They will demonstrate excellent organisational and interpersonal skills and the ability to deliver the highest standards of nursery care. Their personal values must be totally in tune with the ethos of the nursery, school and wider Foundation.

They will ensure the day-to-day smooth running of the nursery and be the face of Little Crackers for all current and prospective families. In addition to a strong track record in the Early Years Foundation Stage and relevant qualifications, they will lead by example and strive for excellence.



Guidance and support will be readily available from the Head of Crackley and other leaders, for example in Marketing and Recruitment, but the Nursery Manager will be expected to work autonomously in relation to the day-to-day management of the Nursery. The role requires the confidence to make day-to-day decisions thoughtfully and with a high degree of sensitivity to the needs of children and families.

MAIN DUTIES AND RESPONSIBILITIES

Key Responsibilities

- + To be responsible for and to oversee the day-to-day operation management, staffing, organisation and smooth running of the nursery.
- + Ensure all relevant statutory guidelines are met in line with Regulatory Bodies.
- + Adhere to the policies and procedures of Little Crackers Nursery, Crackley Hall School and The Princethorpe Foundation and compliance with regulations within the guidelines of relevant inspectorate and welfare requirements and ensure that these are promoted and implemented by all staff.
- + To complete and communicate the annual strategic/development plan, out-lining the aims and priorities for the nursery, reviewing within 6 months to monitor progress of goals and objectives and make necessary adjustments.
- + To maximise profitability of the nursery, be accountable and responsible for monitoring and controlling costs in line with annual budget.
- + To take a leading role in admissions process liaising with and supporting the Registrar and Head of Crackley Hall.
- + Effectively lead, motivate, inspire and manage the staff team ensuring ongoing individual personal development.
- + To liaise with the Marketing Team to promote the nursery with parents through the Family platform and school newsletter and the wider community through the website and social media channels.
- + To lead the running of the Stay'n'Play Toddler Group in conjunction with the Registrar, liaising with parents and promoting the nursery.

Safeguarding

- + To be an appointed DDSL ensuring that children are kept safe following our safeguarding policies, procedures and practice, supporting the staff team as necessary.
- + Follow safer recruitment procedures to ensure effective, safe and fair recruitment and where applicable promotion of employees.

Health and Safety

- + To ensure that the care, cleanliness and maintenance of the nursery premises, resources and equipment is adhered to as outlined in relevant policies.
- + To be alert to issues and practices of health and safety to keep everyone safe including adhering to Princethorpe Foundation risk assessments and reporting any hazards.
- + Ensuring a robust procedure is followed for the management of children's allergy and dietary requirements.
- + Ensure that only designated staff administer medication as recorded in the risk assessments and as displayed in the First Aid Policy and/or Administering of Medicines Policy.
- + To undertake training to be a fire warden/fire marshal to ensure the safety of children, staff and others on nursery premises in the case of a fire or other emergency through our fire safety policy and emergency evacuation procedures.

MAIN DUTIES AND RESPONSIBILITIES CONTINUED

All staff are expected to:

- + Be loyal, honest, trustworthy, and reliable.
- + Enthusiastic and motivated.
- + To work as an effective part of the team ensuring they maintain good morale, positively promoting a team approach.
- + Support the Nursery values and mission.
- + Maintain high professional standards of attendance, punctuality, conduct and positive courteous relationships with the children, parents, carers, and colleagues.
- + Ensure confidentiality is maintained both inside and outside of the nursery.
- + Assist with the provision of a high-quality environment to meet the needs of individuals from the protected characteristics including race, gender, cultural, disability and age.
- + Actively participate in regular team meetings, training days, appointments with parents / carers, publicity, and open days.
- + Undertake any other duties appropriate to the post as directed by the Head of Crackley Hall or the Director of Business Services, in their respective areas and capacities.

The Foundation reserves the right to amend these duties from time to time according to business needs.



ATTRIBUTES OF THE SUCCESSFUL CANDIDATE

Experience/knowledge

- + Excellent working knowledge of current legislation surrounding child protection and monitoring requirements under the EYFS.
- + Thorough knowledge of all aspects of child development and an understanding of the range of factors affecting development, and proven experience of implementing good quality learning opportunities.
- + Experience in safer recruitment, financial monitoring/ budget planning.
- + ICT skills appropriate to the position – word processing and office applications.
- + An enthusiasm for working with young children

Personal job-related skills

- + Good organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines.
- + Strong interpersonal written and oral communication skills; to write reports and keep accurate records, and liaise appropriately and effectively with parents/carers.
- + A commitment to equity and equal opportunities.

Qualifications

- + Maths and English Functional Skills Level 2 or GCSE Grade 4+.
- + Approved Level 3 (or above) qualification with at least two years' experience of working in an early year setting, but ideally Level 4 or 5 childcare qualification; NVQ level 4, pre-school diploma or NNEB.
- + Possess recent training in First Aid, SEND and other subjects as appropriate or be willing to train.
- + Driving Licence and own transport.



GENERAL INFORMATION

Safeguarding Children

The postholder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policy statement at all times.

If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School must report any concerns to the Deputy Head (Pastoral) or the Head-master.

Mandatory Training

- + Safeguarding training
- + Health & Safety induction

General

The employee will need to satisfy the Foundation of medical fitness – which may involve a medical assessment, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential. Candidates who are shortlisted should be advised that an online search will be conducted at that stage.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The Foundation is an equal opportunities employer.



THE PACKAGE

Job Title: Little Crackers Nursery Manager.

Reports to: Robert Duigan, Headmaster. Liaising closely with the Foundation Director of Business Services.

Hours of Work: Full-time, permanent position, 40 hours a week. To be worked over a shift pattern to be agreed with the Deputy Nursery Manager, to cover 7.30am – 6.15pm with a 60-minute lunch break.

Place of Work: Little Crackers Nursery.

Salary: The starting salary for this role is between MA19 to MB11 of the Princethorpe Foundation support staff scale, currently £37,197 - £45,131 per annum full-time equivalent by negotiation, depending on qualifications and relevant experience.

Benefits include:

- + 30 days holiday per annum, plus bank holidays.
- + Generous fee discount for children attending the Foundation's schools, excluding Little Crackers Nursery.
- + Pension Scheme.
- + Laptop provided.
- + An excellent working environment.
- + Subsidised home-cooked school lunches are available for all staff, all dietary requirements are catered.
- + Other benefits include free on-site parking, a Cycle-to-Work Scheme, free eye tests, free flu vaccinations, Microsoft software for use at home and personal accident insurance.



HOW TO APPLY

Application form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Please address your application to Mr Robert Duigan, Headmaster.

Completed applications should be submitted via the online portal. Queries can be sent to **recruitment@princethorpe.co.uk**.

Closing date

The closing date for applications is **Wednesday 22 April 2026 at 5.00pm**.

Interviews

Interviews will be held for short-listed candidates via TEAMS in the week commencing **Monday 27 April 2026**.

Final interviews will be held at Little Crackers Nursery and Crackley Hall School on **Thursday 30 April 2026**.

The areas the interview will explore will include suitability to work with children.

All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

- + Current UK passport showing you are a British Citizen *OR*
- + Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland *OR*
- + Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- + An official document giving your permanent National Insurance Number.
- + If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below.**
- + If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

At least one document must be photographic proof of ID.

Educational/Professional Qualifications

Qualification Certificates as listed on your application form.

If the certificate is in your maiden name then a marriage certificate must be produced.

If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of current address

Utility bill or financial statement showing your current name and address, dated within last three months.





**Crackley Hall School and
Little Crackers Nursery**

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