

Brief for the position of

# Early Years Centre Manager

Summer 2025 – Summer 2026 12-month Fixed Term Contract  
Maternity Cover



SHERFIELD  
SCHOOL

*Nursery • Junior Prep • Senior Prep • Senior • Sixth Form*





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# Background

**Sherfield Early Years is an Independent Nursery which forms part of the main school.**

As an independent Nursery set in North Hampshire, Sherfield provides a wonderful learning environment for children from 3 months to 5 years within exquisite park and woodland surrounding a listed heritage building.

Through a rich variety of experiences, children in the Early Years become brave and curious learners who are keen to take risks and have fun!

Our mission is to inspire happy, kind and brave children; where curiosity thrives, friendship grows and a love of outdoor learning blossoms.

As a school community, Sherfield challenge, inspire and support each other as they create and imagine the children's best futures.

The school community knows and cares for each other and foster an environment where children and staff feel supported whilst building strong and ambitious futures. Together they build a powerful culture of creativity that is without boundaries.

The School prides itself in their close relationship with parents and place great value on individual contact. Friendliness and willingness to listen are the starting points for effective collaboration which you will find embedded in the Early Years culture.





## Sherfield School Mission & Aims

### Vision

*Our students create a positive impact, inspiring change and a better future.*

### Mission

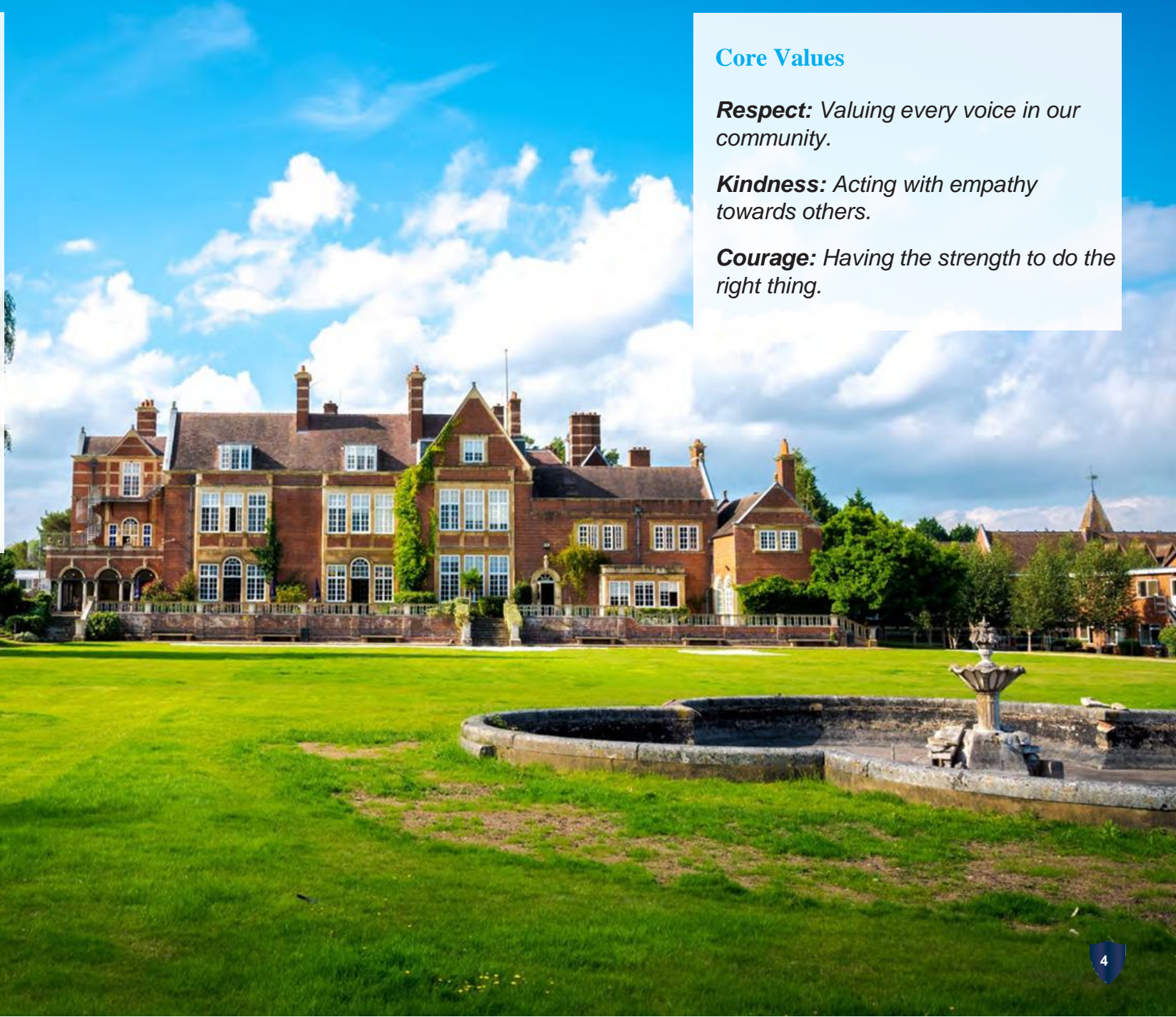
***Ad Vitam Paramus – Preparing for Life.*** We create a learning environment that nurtures, inspires and challenges, preparing everyone for life in a global society.'

## Core Values

***Respect:*** Valuing every voice in our community.

***Kindness:*** Acting with empathy towards others.

***Courage:*** Having the strength to do the right thing.







## Learning in Sherfield Early Years

Sherfield Early Years follows the Early Years Foundation Stage Curriculum alongside the Engaging Learning approach set out by Education in Motion.

This focuses on key areas within the Early Years provision:

- Knowing the Child
- Spaces for Learning
- Foundations for Learning

Early Years Practitioners create relationships where children feel safe, secure and can express themselves freely as individuals.

We partner with families to consistently put children's needs first. Our child-centred approach to learning means that we teach in the moment and adapt the environment for each child.

This is achieved through our Key Person approach which enables high levels of wellbeing and learning. This also ensures that children are known, understood and cared about.

In Sherfield Early Years, we believe that the environment is 'the third teacher'. When an environment has been thoughtfully arranged, it can support the development of inquiry, creativity and exploration. Our exclusive learning environment allows adventure and for risk-taking.

# Learning Principles



## Learning is effective when it has a clear purpose:

- Students take ownership and responsibility for their own learning.
- Students use what they already know to construct new understandings.



## Learning is effective when it is adapted and applied:

- Students make connections between knowledge, concepts and skills.
- Students transfer knowledge and skills to a variety of contexts.



## Learning is effective when it is personalised:

- Students are appropriately challenged from their own starting points.
- Students can engage in meaningful and deliberate practice in lesson time.
- Students respond to quality feedback with concrete strategies for improvement.



## Learning is effective when it is relational:

- Students engage in effective collaboration and build positive, safe relationships.
- Students are able to recognize mistakes as collective learning opportunities.

## Two Core Outcomes

The long-term retention of valuable knowledge, concepts and skills.  
The ability to transfer what has been retained into different contexts and situations.





## Outdoor Learning

Sherfield Early Years has three dedicated gardens for children to explore. There are strong links with Learning through Landscape to look at how these can be fully embedded into our practice.

We are committed to becoming an outstanding provider of outdoor learning for children.





## Education in Motion

Sherfield is proud to have joined Education in Motion (EiM) in September 2023.

EiM is a global education company that aspires to be a leader in pioneering education for a sustainable future. With a diverse family of premier education brands around the world, the group is known for its holistic programmes that balance wellbeing, character development and academic success.

EiM aspires to be the global leader in pioneering education for a sustainable future. Its family of mission-aligned schools is committed to create meaningful change for our world by empowering communities through innovative education. Students 'Graduate Worldwide', with the skills and experience to make a positive difference in the world.

As part of a larger network, the Sherfield community is provided an invaluable source of support. Not only does this growing network provide parents with choice as their careers take them to new places, but it also enables students and staff across the network to share best practice and provides opportunities for exchange for both students and teachers.

The EiM story began in 2003, when parents Fraser White and Karen Yung began looking for a school in Shanghai that would provide for their three young children. They wanted a challenging and ambitious education that would prepare their children for the future, moulding them into confident and well-rounded young people who could make a difference in the world. However, their search came up short. A serendipitous meeting with Graham Able, the then Master of Dulwich College in London, resulted in the idea of opening an international Dulwich College in Shanghai, the first Education in Motion school. Today, Education in Motion is a growing family of premier education brands, nurturing more than 11,000 students to 'Live Worldwide'.

For more information about EiM, please visit: <https://www.eimglobal.com/>





# The Role

The successful candidate will play a crucial role in the education of students at Sherfield School. As a 3 months to 18 years co-educational day and boarding independent school, there are many opportunities to develop and succeed.

## Principal Accountabilities

We are seeking to recruit a dynamic Early Years Centre Manager who has an interest in outdoor learning to cover for our existing Early Years Centre Manager while she is on maternity leave.

As part of the Sherfield Early Years team you will nurture and encourage the creativity, independence and resilience of our children, both indoors and out. You will join a kind, caring team who put the children in our care first.

The Early Years Centre (Nursery) is open from 7.30am until 6.00pm. This is a fixed term post for one year, working Monday to Friday, 48 weeks per year.

We offer a competitive salary and a fantastic working environment including free meals and parking when working.

## Purpose

- To lead and manage Sherfield Early Years 0-4 provision
- To lead and manage the Early Years Team taking responsibility for the welfare, care, learning and all-round development of children in Sherfield early Years

- To continue to develop Sherfield Early Years as a centre of excellence fostering an environment in which the children are encouraged in their all-round development and where high standards of care are provided
- To oversee planning, delivery and assessment ensuring activities are suitable for the age range of the children, following EYFS curriculum and Engaging Learning Document with the Head of Prep and EYFS
- To ensure room leaders are providing the appropriate continuous provision in line with the EYFS Framework and Engaging Learning Document
- To lead, mentor and support the EYFS team promoting a positive working environment and demonstrating reliability, initiative and creativity
- Oversee the daily operations of the Sherfield Early Years, ensuring compliance with all statutory requirements and standards specifically the most recent ISI and OFSTED regulations, standards and frameworks
- To guide and support room leaders in to produce high quality displays and create a stimulating and attractive environment
- To build a positive relationship with parents/carers including keeping a liaison book for each child
- To attend weekly Line Manager meetings with the Head of Prep and EYFS
- To manage resources ensuring that they are ready and available for continuous provision
- To manage the cleaners and hold them accountable to ensure that the Early Years Centre is clean, tidy and ready for use at the start of each session
- Ensure that the kitchen and food hygiene meets legal requirements, following guidelines from the Food Standards Agency
- To manage the budget appropriately with the assistance of the Head of Prep and EYFS

**Job Title:** Early Years Centre Manager  
**Reporting to:** Head of Prep and EYFS  
**Department:** Early Years  
**Hours:** Full Time, All Year  
**Contract:** 12 months FTC/on site  
**Salary:** £34,000 + (dependent on experience)





# The Person

The successful candidate will bring the following qualifications and experience.

## Qualifications and Experience

### Essential

- **MINIMUM QUALIFICATION** - NVQ Level 3 in Childcare or equivalent
- Up-to-date Child Protection and Safeguarding training
- First Aid training
- Significant experience of working with children under five and managing transitions
- Thorough knowledge and experience of working in the setting and to be able to relay this information to prospective parents during show rounds, including fee structure, sessions available and settling in process

### Desirable

- A degree in Childcare or equivalent
- Interest in taking a management qualification
- Lead Safeguarding training
- Experience of managing staff preferably including teams of EY practitioners and taking specific responsibility

**This post is subject to an Enhanced Disclosure**





# The Person

The successful candidate will bring the following skills and knowledge, leadership style and personal attributes.

## Skills/Abilities/Personal Qualities

- a clear understanding of and commitment to the high level of quality assurance;
- thorough knowledge and understanding of child development 0-5 and requirements of the EYFS;
- experience of a range of strategies to ensure high standards throughout the setting, including the outdoor environment;
- ability to develop a positive environment demonstrating reliability, resilience, initiative and creativity; an ability to organise shifts and delegate tasks to staff
- good oral, written and ICT communication skills with excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
- excellent interpersonal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
- high standards of commitment, motivation, energy and enthusiasm; high standards of personal dress and personal conduct;
- an awareness of when to seek advice and support.

## Person Specification

- a clear understanding of and commitment to the high level of quality assurance;
- a clear understanding of and commitment to the high level of quality assurance which drives every aspect of the school;
- good oral, written and ICT communication skills;
- excellent organisational skills with the ability to prioritise, plan, adapt and meet deadlines;
- excellent interpersonal skills including a willingness to accept positive criticism; the ability to listen to and empathise with others; sensitivity and discretion;
- high levels of commitment, motivation, energy and enthusiasm;
- the ability to think creatively and to solve problems;
- an awareness of when to seek advice and support.
- A love of outdoor learning in all weathers.





# How to Apply

The closing date for applications is **Friday 25<sup>th</sup> April 2025**

Initial interviews will take place w/c 28<sup>th</sup> April 2025 with final interviews being held w/c 5<sup>th</sup> May.

Early applications are encouraged, and we reserve the right to interview outstanding candidates before the closing date.

To apply, please complete the Sherfield School Application Form (available to download from [www.sherfieldschool.co.uk](http://www.sherfieldschool.co.uk)) along with a short covering letter or email which sets out your interest in the role.

Please include the names and contact details of three referees. Referees will not be approached until the final stages and not without prior permission from candidates.

Please send your application form and cover letter/email via e-mail to Anna Gray, Head of HR [hr@sherfieldschool.co.uk](mailto:hr@sherfieldschool.co.uk)

## Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation.

Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

## Diversity, Equity, and Inclusion

Education in Motion is committed to diversity within our team, organisational practices, policies and culture. We recognise that people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions,

and it encourages and leverages these differences to make our work more relevant and approachable. Education in Motion will not discriminate or tolerate discriminatory behaviour on any grounds such as, but not limited to, race, gender, disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, sexual orientation, age or socioeconomic background.

Education in Motion strives to be an inclusive workplace where everyone feels a sense of belonging, has a voice, can raise concerns, and feels comfortable and confident. We expect everyone who works within to share this commitment and to act accordingly, as we aspire to best serve the Education in Motion mission and the community.

## Safer Recruitment Practice

Education in Motion is committed to safeguarding and promoting the welfare of children and expects all applicants to share the same. We follow safer recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection.

We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection, 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.

## Qualifications, Identification, Health and Background Checks

Please note that you may be required to submit documentation providing proof of your identity and qualifications as part of Education in Motion's safeguarding procedures. You may also be required, if an offer is to be made, to undergo a pre-placement medical assessment and relevant background checks as part of the school's recruitment and safeguarding procedures.





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