



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

# APPOINTMENT OF A QUALIFIED LEVEL 3 CHILDREN'S PRACTITIONER/EDUCATOR



**Post required from**  
As soon as possible

**Closing date:**  
29th April

**Interviews: TBC**





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## INTRODUCTION

Welcome to Forres Sandle Manor. Established 140 years ago, Forres Sandle Manor is a delightful family centred school with an enviable history. Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family. The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball/tennis courts, as well as beautiful woodland. Significant funds will potentially be spent to construct a new project which will focus on STEM and include art and design facilities. We prepare our boys and girls for 13+ Common Entrance and scholarships to senior independent schools including Canford, Dauntsey's, Bryanston, Sherborne and Claysmore. We have recently announced that we will extend this provision to 16+ from 2024. We have high academic standards and these were strongly endorsed in our most recent ISI report. FSM's leavers have celebrated 100% success rate at Common Entrance. Our location in the beautiful New Forest enables us to offer a broad and exciting curriculum which stretches to the outdoors. Lessons can be taught in the stunning grounds and in the Anglo-Saxon Roundhouse. Full, weekly and flexi-boarding is available and the family atmosphere within the Boarding House helps children relax and feel as if they are at home. Thank you for your interest in joining the staff at FSM. This is an incredibly exciting time to be joining the school. We are looking for an Accountant to lead the school's Finance function. The role represents a significant opportunity for the right individual to be the finance expert and advise the Senior Leadership Team and the Finance Committee on matters relating to Finance. We welcome applications from qualified individuals who will relish the opportunity to make an impact. If this is you, I look forward to reading your application.





# FORRES SANDLE MANOR

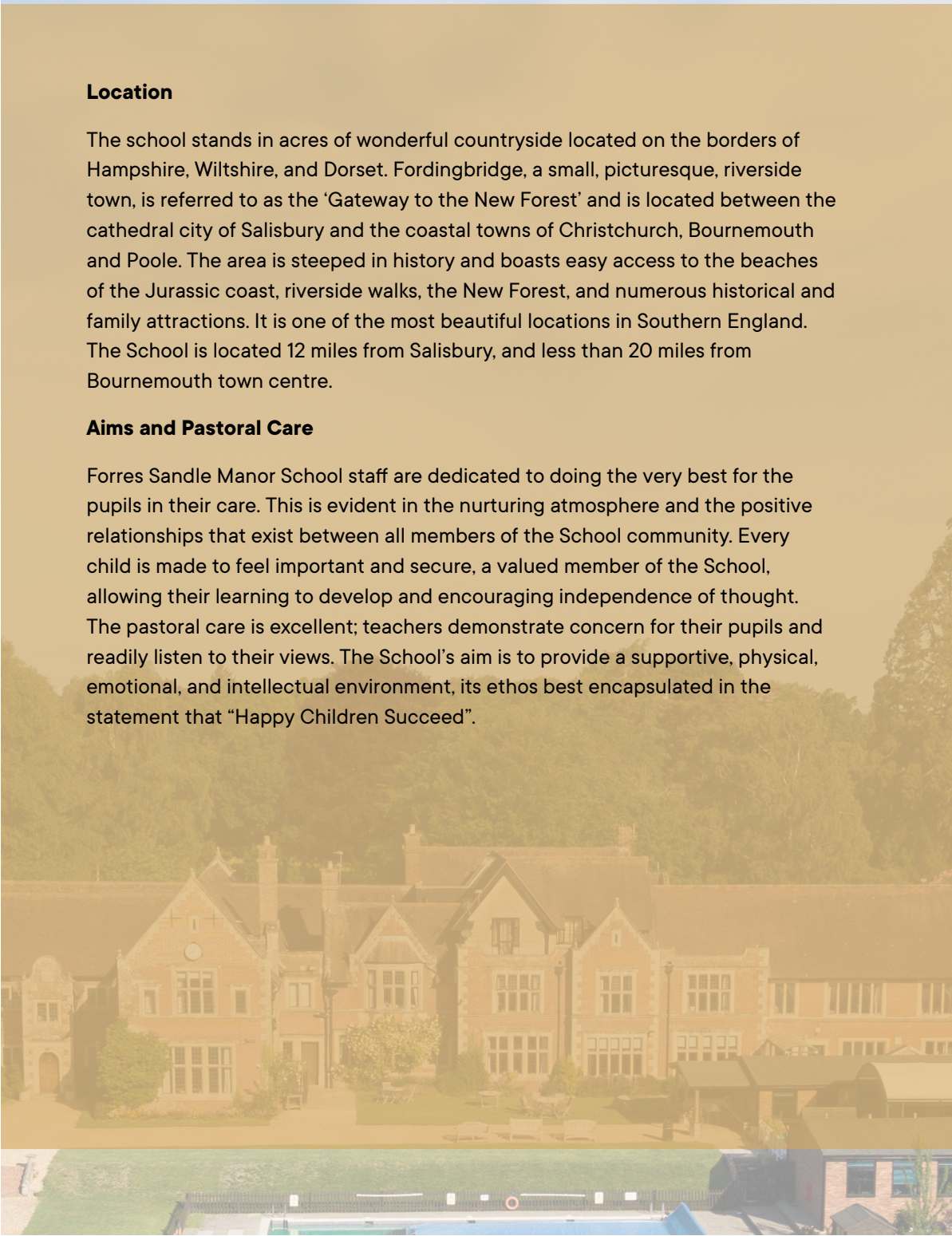
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## Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal towns of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest, and numerous historical and family attractions. It is one of the most beautiful locations in Southern England. The School is located 12 miles from Salisbury, and less than 20 miles from Bournemouth town centre.

## Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure, a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent; teachers demonstrate concern for their pupils and readily listen to their views. The School's aim is to provide a supportive, physical, emotional, and intellectual environment, its ethos best encapsulated in the statement that "Happy Children Succeed".







## ROLE DESCRIPTION

The role of a Qualified Level 3 Children's Practitioner/Educator is to provide support to the Nursery Manager and Nursery Room Leader with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils.

The role of a Qualified Level 3 Children's Practitioner/Educator at FSM School is one of great importance. You will be in the position of introducing our children to a world away from their parents, possibly for the first time. You will be a personable, patient, kind and warm individual who can engender the trust of both small children and adults alike and you will be able to build on these early relationships to meet the developmental needs of all the children in your care across the EYFS Development matters. You will be an extremely creative person, able to respond dynamically to the needs of children and you will be energetic and enthusiastic in your ability and desire to provide a rich and changing learning environment according to the interests of your children. You will be an effective communicator, both verbally and in the written word and you will be able to liaise with parents, professionals and external agencies, providing a high level of customer care and service.







# RESPONSIBILITIES

- To deliver and ensure a high standard of learning, development and care for children aged 2 years.
- To assist and support the Nursery Manager and Nursery Room Leader with the day to day activities of the setting.
- Contribute to planning and evaluation of high quality provision and stimulating activities which meets individual needs both indoors and outdoors.
- Understand the stages of young children's learning and development and the benefits of maximising time spent learning outdoors.
- To ensure that the Nursery is a safe environment for children, staff and others.
- Develop partnerships with parents/carers to increase involvement in their child's development.
- Under the direction of the Nursery Manager/Nursery Room Leader, be responsible for a key group of children.
- Be reflective of practice and routines, working with the Nursery Room Leader, tailoring them to meet development stages of each child throughout the day.

The role of the Practitioner is to provide support to the Nursery Manager and Nursery Room Leader with the management and smooth running of the Nursery and to deliver the best possible environment and highest standards of care and education for the pupils.

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# PERSONAL ATTRIBUTES

- A Qualified Level 3 Childcare Practitioner/Educator
- The job holder must contribute to the over all ethos, work and aims of FSM.
- Have an ability to deal sensitively, efficiently and pleasantly with all stake holders from pupils,to parents,School visitors and Directors.
- An excellent telephone manner.
- A good level of English and be a very proficient user of Microsoft Office including Excel and Word.
- Database and Google Docs experience would be an advantage.
- Very well organized with energy, efficiency and resilience –most of all patience with a good sense of humour.
- Be reliable, sensitive, warm and friendly. Excellent verbal and written communication skills. Calm, willing to use initiative and adaptable to change.
- Flexible, practical and able to take direction.
- Ability to prioritise
- Ability to work as part of a team.
- Excellent organisational/administrative IT skills
- Ability to interact with various groups, including parents, the wider community, local partnerships and other schools
- To have a tangible passion for Music
- To be a team player in the FSM community exuding warmth, compassion, empathy and possess a sense of humour
- To be an advocate and champion of all children
- To enjoy a challenge and be an “out of the box and creative thinker”
- To be a reflective and thoughtful practitioner







# HOW TO APPLY

Please complete the Forres Sandle Manor School Application Form

<https://www.fsmschool.com/app/uploads/2021/05/Job-Application-Form-Academic.docx>

Please submit your application form, with a covering letter stating the reasons for your application and the qualities you would bring to the role.

Please do not submit a Curriculum Vitae.

Applications should be sent by email to our Nursery Manager Mrs Beverley Kendall :  
[bkendall@fsmschool.com](mailto:bkendall@fsmschool.com)

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

We are an equal opportunities employer.