



Montessori Nursery Manager in Central London from January 2024 – term-time nursery (2-5 years)

My Montessori School in Hammersmith is looking to hire a full-time Montessori Nursery Manager. The position is from January 2024 and it is for a term-time only nursery. All current staff is AMI trained.

Visit our webpage at: mymontessorischool.london

This is an excellent opportunity for dynamic, motivated and inspiring leader. You should be ambitious and creative, with outstanding communication and leadership skills, a deep love for working with children, and a positive attitude. You will have the chance to drive the business forward and work with a dedicated team that has built a very special environment.

Your responsibilities:

- Providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate stimulation and support to the children.
- Actively contributing to and implementing all nursery policies and procedures.
- Responsibility for the daily running and administration of the classroom.
- Monitoring the quality of teaching, participating in staff appraisals, and identifying in-service training needs.
- Supporting the development of the nursery, including running show-arounds, open days, marketing, staff recruitment, materials selection, and school set-up.
- Quality assurance management of the nursery.
- Health, safety, and safeguarding – ensuring full compliance and creating and maintaining safe environment.
- Record-keeping, including student records, staff records, and policies.
- Working in partnership with all parents/carers, building and maintaining relationships that encourage trust, open communication, and involvement in nursery life.
- Adhering to and actively promoting the values of My Montessori School.
- Liaising with the Local Authority, including attending training and development sessions where appropriate.
- Using a variety of assessment tools on an ongoing basis to fairly evaluate and make further decisions about a child's unfolding development.
- Preparing a classroom and outdoor environment that meets the needs of the children in the room.
- Being responsible for the safety of the children in your care at all times.

Apply Now: Email your CV to didi@mymontessorischool.london

Are you who we are looking for?

- You have a positive attitude and an eagerness to grow.
- You set high standards for yourself.
- You see children as they are, unique human beings with great potential.
- You are free of judgment and labels and you always see the best in everyone.
- You are flexible and conscious in your work.
- You have a high level of resourcefulness and initiative.
- You love to work with children and to continue to learn and reflect.
- You are a great communicator and collaborator and a great leader.
- You are aware of the power of words and you are careful of how you use them.
- You feel that it is such a great gift to be around little children and a privilege to play a small part of their journey.

Qualifications and Skills

Qualified Montessori teacher level 3 or above.

At least 1 year of experience on a managerial position (could be classroom lead)

DBS and First Aid

Start Date and How to Apply

Position from **January 2024**

Job Type: Term times only, full time position

ABOUT US:

My Montessori School (<http://mym.school>) is a beautiful and peaceful place with an emphasis on growth, respect and excellence. We are extremely focused on developing a growth mindset in our children and on our own personal and professional development. We care for each other; we reflect daily and our team has a deep connection with each other. Our setting is based in large and airy premises in Hammersmith, West London.

What makes us different?

- We are a small team of proactive Montessori accredited teachers who are oriented towards a growth mindset so that we can think big for our children.
- We love creating a nurturing, stimulating, and joyful environment where our children thrive.
- We consistently reflect upon our practice and give truthful feedback to each other in order to maintain the highest standards of excellence.
- We work together as a team to achieve the best outcomes.
- We are free to speak our minds and we are always willing to learn from our mistakes.
- We deeply care for each other and we respect each other's unique points of view.
- We are driven by our values of respect, love, growth, and excellence.
- We are resourceful and we empower you to make your own decisions.
- We grow together.

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