



Unit 1, Kirkhill Business Units
Park Court, Broxburn, EH52 6EE
Tel: 01506 856444
e-mail: admin@simplyplay.org
www.simplyplay.org

JOB DESCRIPTION

Title: Wonder Woods Nursery Manager

Hours: 35 hours per week, currently mainly Tuesday to Thursday

Reports to: Simply Play's Project Manager and all our children



Background

Our Managers are the most influential employees of Simply Play. Simply Play's success is heavily dependent upon the creativeness, enthusiasm, passion, experience, knowledge and empathy of our Managers. This is why we take this role very seriously and believe we need to be specific and clear about who we want. Wonder Woods is West Lothian first and only fully outdoors woodland nursery and we are incredibly excited about it. Wonder Woods opened in August 2020 and is still evolving – this is a great opportunity to play a key role in the next stages of the project's development. More info about the project is [HERE](#)

The Job

To be the mum, dad, big sister or brother, the best friend and the nurse. To be the team captain and lead by example with compassion, humour, fun, not forgetting professionalism. To take time to listen and be understanding and approachable. To smile and give a hug even when you are tired and want to go home. To be ready to do the unexpected and understand that our children are our top priority. You might even be the agony aunt to your staff and parents – you will make the job your own. Ultimately, you build nurturing relationships and strive to inspire everyone around you.

Always be there to support our children



Make sure our children smile, have fun and are of course well fed



In Partnership with:



Family and Community
Development West Lothian



Registered Office: 1-3 Henderson Place, Broxburn, EH52 6EY • Company No. SC372020 • Registered Charity No. SC041420





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Absolutely Essential

- A love and passion for the outdoors
- Experience of early years childcare preferably with an outdoor ethos
- Love children
- Understand the power of a Simply Play ACE – **A**wesome **C**hildhood **E**xperience
- Be funny, friendly, open, serious, quiet, loud – most importantly, be yourself
- Take play seriously – understand the power of play
- Want to have fun
- Passionate about fairness and equality; prepared to stand up for what you believe.



Love children



Want to have fun

Key Responsibilities and Accountabilities

- To ensure that your children and staff are: Safe, Healthy, Achieving, Nurtured, Active, Responsible, Respected, Included
- To ensure our compliance with all of the requirements of being a partnership nursery provider for West Lothian Council
- You are our team captain. You understand that if we need to list the duties you need to do then you are not right for us
- Make happy memories for all our children



In Partnership with:



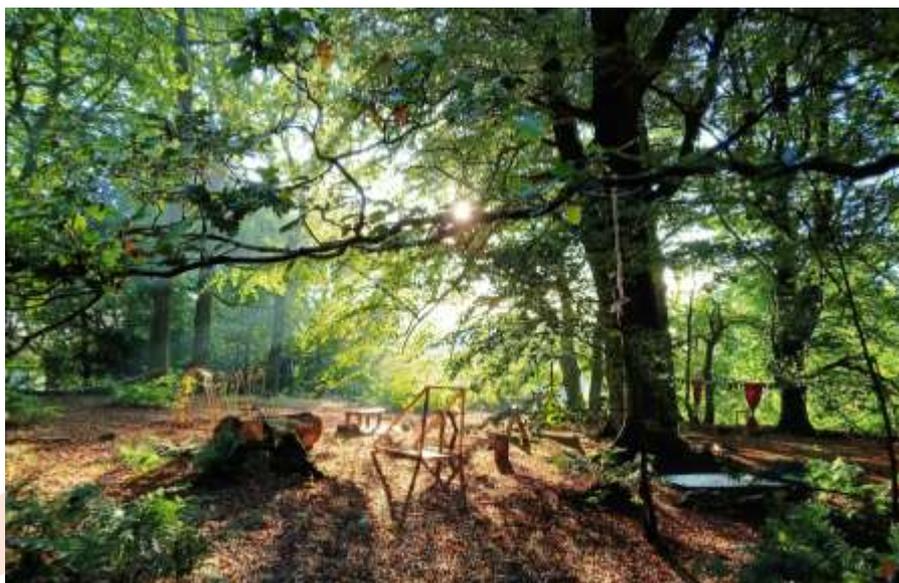


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We are looking for someone who delivers on all of the above and:

- Is a leader who will inspire everyone around them
- Has an understanding of the role as a Manager within a childcare setting
- Understands the benefits and complexities of being outdoors, all day, every day
- Is able to register with the SSSC as a Manager
- Is (or can be) a member of the PVG scheme
- Asks questions
- Challenges poor practice, discrimination, inequality and rudeness
- Wants to improve and develop their practice and understanding of play
- Is open to learning from their mistakes and giving it a go
- Looks forward to coming to work every day

Your “office”!



In Return

- Your pay will be £23,260 – £24,752 per annum for a 35 hour week, with a 3% employer pension contribution. We will need you to work between 7:30am – 6:00pm Tuesday to Thursday
- You will get 32 days holidays to give you a break and re-charge your batteries
- We will listen to you and do our best to support you professionally and personally. If you have an idea – we are all ears

Deadlines

- Closing date for applications is Monday 26th July at 9am

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