Welcome...

Yellow Dot is made up of a small group of Nurseries led by enthusiastic (and passionate) Nursery Managers. All our Nurseries have childcare specialists within their core team. We run many courses at our Training Room in Otterbourne, as well as on site at each Nursery.

We have a strong tradition of developing our people, with currently, 45% of our managers beginning their Yellow Dot careers as Team Members and others on a variety of programs from University courses: foundation degrees, degrees and EYPS.

There are thousands of bright ideas that could help Yellow Dot be a better, kinder, easier place to work and we want to hear about them!

Yellow Dot is growing (slowly - one Nursery at a time, no rush) so if you’re hard working, enjoy children and enjoy smiling, you’ll probably fit in.

Thank you for applying to Yellow Dot Nursery where your career will take off!

Attached are the following:

1. Overview
2. Nursery Manager Job Role
3. Safe Recruitment Policy
4. Dress code Policy
5. Manners Matter
6. Our 7 Values
Lead Practitioner
This role is within our support team, you will use your wide range of experiences within childcare to supporting Nursery Managers to lead their teams in delivering Outstanding outcomes for our Early Years children. You will regularly meet with the other support Team Members within the Group to discuss best practice and current topics. You will support Team Members in a diverse range of aspects to meet the needs of the children and Team you are working with and your ability to coach and mentor those you are supporting will be invaluable.

Nursery Manager
At least four years post qualifying experienced is required and skills of leadership and motivation are needed for this role. You will be empowering the Nursery Team, taking the Nursery from strength to strength, ensuring its success and maintaining the Yellow Dot reputation. Working with Team and Parents will be a large part of your role and you should have excellent people skills.

Deputy Manager
A strong career development move for a qualified, experienced and motivated Senior Nursery Nurse or Room Manager. This role combines leading your room as Room Manager and also supporting the Nursery Manager managing the wider Nursery Team. You will be expected to deputise in the Manager’s absence, and will be part supernumerary whilst achieving a balance as you will still be working directly with the children in your Room Manager role.

Room Manager
An excellent chance to excel in your skills as Senior Nursery Nurse. In this role you will be expected to manage the day to day running of the Room, to keep staff performance to its top level, have excellent communication skills and keep your Team and Children motivated and enthusiastic.

Senior Nursery Nurse
Experienced, qualified staff who will be working as part of the Team in the Nursery. Deputising for the Room Managers as necessary. Excellent prospects within Yellow Dot Nurseries for the right person who can show they have the perfect skills and enthusiasm to inspire potential in every child.

Nursery Nurse
Qualified and valued staff working as key people within the Nursery team. Excellent prospects within Yellow dot Nurseries for the right person who can show they have the perfect skills and enthusiasm to inspire potential in every child.

Nursery Assistants
This is the perfect opportunity to work with children and work within a Team. You should have a responsible outlook, be mature and most of all love working with children. (You may even consider working towards a qualification)

Modern Apprenticeship for level 2/3
This is an excellent opportunity to work towards a professional qualification in Childcare. Enjoy the benefits of working whilst training in a Nursery environment.

Cook
You will be in charge of preparing healthy and nutritious meals for children up to the age of 4 years. You will be working alongside all members of staff and will be a key part of our team. The Basic Food Hygiene certificate will be required or willingness to undertake the training to achieve this. You will need to adhere to dietary requirements and be allergy aware.
**Overview**

**House Keeper**
You will be responsible for maintaining a ‘spic and span’, hygienic environment either early morning or after 6pm. The position will include high and low cleaning, wet and dry. Training to be given to the right person.

**Lunch cover**
As a Lunch Cover Nursery Assistant you will support the Room Manager and the Team over the lunch time period, encouraging the children to be as positive and as independent as possible supporting with sleep time routines and the cleaning routines after lunch. Working in co-operation with all Team members you will be involved with all child activities in the nursery that take place between the hours of 11.00am and 2.00pm. Maintaining a First Aid and Food Hygiene certificate is also relevant in this role.

**Cover Position**
As a member of the Cover Team you will have the opportunity of working in a wide range of our Yellow Dot Nurseries in all age groups. Working in co-operation with all Team Members you will be involved with all child activities in the Nursery. In this role you have the flexibility to work when suits you, you will enjoy meeting lots of Team Members and children sharing your skills whilst learning from others. Maintaining a First Aid and Food Hygiene certificate is also relevant to this role. Maintaining a First Aid and Food Hygiene certificate is also relevant to this role.
The position of Manager involves:

- Creating, leading, and working as part of, a Team, where all members are valued to ensure the safe and effective day to day running of the Nursery.
- Being a positive and inspirational influence, motivator and ambassador for Yellow Dot in all situations, promoting our 7 values.
- Working in close collaboration with the Proprietor, the Operations Manager and the wider Support Team as well as the Nursery Deputy Manager, Lead Practitioner, Nursery SENCo and Ambassadors and outside agencies to ensure the continuing development and high standards of care and education in the Nursery.
- Developing positive, close links with the community including children’s shared settings and settings that children are moving on to.
- Contributing to the development of, maintaining and promoting Nursery Policies and Procedures so that children, families and Team are safe and well cared for at all times.
- Adhering to all Statutory Requirements.
- Being responsible for managing the safe and effective day to day running of the Nursery.
- Providing appropriate support and supervision for Team and students as necessary for them to carry out their roles effectively.
- Acting as a mentor and coach to Team to support them to develop professional and personal competencies.
- Maintaining up to date certificates in First Aid, Food Hygiene, Manual Handling, Epipen and Safeguarding.
- Keeping up to date with developments, current practice and legislation in the Early Years sector and always being aware of OFSTED criteria.
- Attending training as appropriate in order to ensure your continued professional and personal development.
- Being responsible for ensuring that an effective Key Person and Buddy system that fully supports the individual needs of all children and families is in place.
- Building positive relationships with Parents/Carers ensuring that the needs of all children and families are met.
- Being responsible for ensuring that the planning of children’s activities across the Nursery offer age appropriate learning experiences that support the learning and development of and ensure equal opportunities for all children.
- Being responsible for creating a Nursery environment where children and Team are happy, secure and relaxed, where they can learn and grow in confidence.
- Being responsible for ensuring that the Nursery is kept clean, tidy and safe and that resources are maintained in good condition.
- Organising or facilitating Team meetings and Team training and attending the annual group development day.
- Being responsible for ensuring that our 3 monthly Team Supervision cycle is implemented so that Team are fully supported in carrying out their role.
- Maintaining high occupancy levels within the Nursery.
- Working to budgets and targets negotiated with the senior accountant.
- Maintaining and administering relevant records, according to all legal requirements.
- Being flexible so that the best experiences for all children, families and Team are maintained at all times.
## Nursery Manager Specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>1 <strong>Education/Qualifications</strong></td>
<td>SENC0 training</td>
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</tbody>
</table>
| Professional qualifications relevant to the position:  
NVQ3/NNEB/Btech/Or Equivalent  
ADCE  
Foundation Degree | EYFS Training  
Degree  
QTS  
EYP/T |
| 2 **Experience** | Management/supervisory experience. |
| Experience of responsibility of a group of children's learning.  
Experience of working within a school/nursery/pre-school setting.  
Experience of working in a team. | Experience of working with the Early Years.  
Working knowledge of the EYFS. |
| 3 **Ability and Skills** | Computer skills and general office skills  
Easy approachable manner. |
| Able to manage the Nursery and lead  
Able to demonstrate a positive interest in children's learning and development.  
Able to work within a Team situation and inspire colleagues.  
Able to provide a caring environment  
Basic computer skills. |  
|
| 4 **People Skills** | Able to demonstrate evidence of interpersonal skills from practical example. |
| Able to communicate effectively and professionally to Children/Parents/Colleagues.  
Ability to cope with the responsibility of Nursery Manager and a Team of staff.  
A sense of humour and the ability to use it to good effect in difficult situations.  
Able to exude confidence |  
|
Safe Recruitment Policy

The safe recruitment of staff in Nurseries and schools is the first step to safeguarding and promoting the welfare of children in education.

Yellow Dot Nursery Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Yellow Dot Nursery Group recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds, with different skills and abilities. Yellow Dot Nursery is committed to ensuring that the recruitment and selection of all who work within Yellow Dot is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of:

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or having a child
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation

Yellow Dot ensures a fair and objective recruitment process.

Rehabilitation of Offenders

All posts within Yellow Dot are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and all employees will have an Enhanced check through the Disclosure and Barring Service (DBS check).

Yellow Dot is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position at Yellow dot. This will depend on the background, nature and circumstances of the offence(s). Our Recruitment of ex-offenders policy outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Criminal Record Bureau has published a DBS Code of Practice and accompanying explanatory guide that can be referred to. Each of our Nurseries holds a copy of this. Yellow Dot is committed to ensuring that it meets the requirements of the Criminal Records Bureau in relation to the processing, handling and security of Disclosure information.
Yellow Dot Nursery Group confirms the following is undertaken:

Robust recruitment procedures and checks are carried out when appointing Team and volunteers. This ensures that reasonable steps are taken to appoint a person who is suitable to work with children and not disqualified from working with children or living with someone who is disqualified from working with children and who has the suitable skills and experience for the intended role.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references
- Verification of the candidate’s identity
- A satisfactory enhanced DBS check.
- Declaration of the candidate’s health and suitability
- Verification of qualifications
- The production of evidence of the right to work in the UK

Yellow Dot keeps and maintains a single central record of recruitment and vetting checks.

Changes in circumstances during employment

We require Team Members who are convicted or cautioned for any offence, have changes in their health during their employment, or changes in circumstances to living with someone who is disqualified from working with children during their employment to notify Yellow Dot immediately as well as signing to declare there no changes every three months on their review forms and sign an annual declaration.

If you have any questions or queries, please do not hesitate to contact us.
Dress Code Policy

**Dress code: All Team Must Wear**
- Yellow dot nursery polo shirt,
- Yellow dot cardigan/ sweat shirt or fleece.
- Black Socks
- Natural Hair Colours
- Black Slippers or soft shoes inside
- Outside Shoes

**Winter**
- Navy/black smart tailored trousers, not tight fitting (no pedal pushers, leggings, tracksuit bottoms, skinny trousers or jeans.)
- Sensible flat shoes of plain black or navy blue. (No boots or trainers).
- Yellow Dot coat or a navy blue or plain black smart coat only
- Navy blue or plain black winter hat only.

**Summer**
- During the hotter days, you may wear navy/black smart plain tailored shorts (Not cut above the knee)
- Smart plain navy/black ¾ length cropped trousers. No Linen Trousers. No tattoos on show.
- Shoes— flat / toe enclosed- no mules.
- No Sunglasses to be worn.

**Appearance**
- Longer length hair must be tied up.
- Hair bands should be of a black or blue colour. No big hair decorations please.
- Nails to be kept short at all times
- No coloured nail varnish on hands
- Jewellery- Wedding/engagement rings maybe worn.
- Only one small stud per ear please no facial piercing like nose rings, studs or tongue piercing.
- Tattoos must not be on show.
- No necklaces, bracelets or other rings to be worn.

Please ensure that all the Team and all the Children wear shoes or slippers while in the Nursery. Outdoor shoes when outside.

**Thank you for your co-operation in the above matters.**
Manners: Matter

Over the years, our Team and managers have documented what they believe makes a really successful 'Yellow Dotter'.

We call it "Don't Want To See" and "Yellow Perfect". Actually, it's pretty obvious stuff but it helps to write it down and remember it! It applies to everybody, from our Director, Jane Dyke, to Team Members on his or her first day.

<table>
<thead>
<tr>
<th>Passion</th>
<th>Pace, Pride, Ownership, Resilience, High Standards</th>
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</thead>
<tbody>
<tr>
<td><strong>Don't want to see</strong></td>
<td><strong>Want to see</strong></td>
</tr>
<tr>
<td>Needs close management</td>
<td>Is enthusiastic</td>
</tr>
<tr>
<td>Blames others</td>
<td>Has initiative. Doesn't wait to be told</td>
</tr>
<tr>
<td>Becomes flustered when the heat is on</td>
<td>Wants Yellow Dot to be the Best</td>
</tr>
<tr>
<td>Does thing's only for show</td>
<td>Takes Ownership for their work</td>
</tr>
<tr>
<td>Is just here for the money</td>
<td>Works at pace</td>
</tr>
<tr>
<td></td>
<td>Copes well with pressure</td>
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</table>

<table>
<thead>
<tr>
<th>Clear Talking</th>
<th>Straightforward, clear, informal, thoughtful, interesting, sensitive</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don't want to see</strong></td>
<td><strong>Want to see</strong></td>
</tr>
<tr>
<td>Uses jargon inappropriately</td>
<td>Communicates sensitively</td>
</tr>
<tr>
<td>Over complicates ideas</td>
<td>Listens</td>
</tr>
<tr>
<td>Confuses people</td>
<td>Is sincere</td>
</tr>
<tr>
<td>Is complacent about the business</td>
<td>Admits when they don't understand or makes mistakes</td>
</tr>
<tr>
<td>Agrees blandly with others</td>
<td>Express ideas concisely</td>
</tr>
<tr>
<td>Minces words</td>
<td>Uses an informal style</td>
</tr>
<tr>
<td>Over relies on email</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Team Working</th>
<th>fun, caring, sociable, quirky, helpful</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Don't want to see</strong></td>
<td><strong>Want to see</strong></td>
</tr>
<tr>
<td>Moody or bad tempered</td>
<td>Creates a sense of fun</td>
</tr>
<tr>
<td>Doesn't interact with others</td>
<td>Is genuinely friendly</td>
</tr>
<tr>
<td>Thinks only about their own needs</td>
<td>Is happy to be themselves</td>
</tr>
<tr>
<td>Annoys people</td>
<td>Helps others</td>
</tr>
<tr>
<td>Is intolerant of others</td>
<td>Respects others</td>
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</table>
Our 7 Values

1. To live and deliver WOW to Children, Parents and Team
   Do something above and beyond every day, ask yourself: who did I wow today?

2. Create fun and happiness for all
   Celebrate and embrace our diversity and each person’s personality – think how can we have fun today?

3. Pursue growth and learning
   It is important to challenge and stretch yourself, inside everyone is more potential, we want to help unlock that potential.

4. Embrace and encourage change to improve outcomes
   Change means we are growing, evolving getting better

5. Build a positive Team and family spirit
   The best Team members have a positive influence on one another and everyone they encounter, they strive to create harmony.

6. Build open, honest relationships with communication
   In any relationship it is important to be a good listener as well as a good communicator.

7. Be passionate and determined
   Be positive and optimistic, they are contagious (Law of Attraction)