

Nursery Manager – Job Description and Person Specification

Responsible to: Headteacher/EYFS Lead

Salary: Dependent on skills and experience

Hours: 37 per week Term time only +1 week

Job Description

The Nursery Manager will be expected to work autonomously in relation to the day to day management of the Nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of the staff, children and families.

Main Purpose of this role:

- To provide safe, high quality education and care for children aged 2-4 years.
- To fulfil legal and statutory requirements and to supervise staff on a day to day basis.
- To contribute to and implement Nursery policies.

Responsibilities:

- Adhering to the academy's ethos, values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- Leading and supervising the day to day running of the Nursery.
- Working with colleagues to ensure the nursery is at optimum capacity at all times, including undertaking marketing and admissions processes throughout the year.
- Interacting on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the curriculum and maximise children's achievement.
- Supervising of the work of the room Leaders, Nursery Practitioners and Assistants and the Nursery Administrator within the Nursery as well as any students who may be on teaching practice or work placement.
Developing and implementing an engaging, accessible and relevant curriculum.
- Safeguarding and pastoral care of the children within the Nursery, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- Supporting parents in becoming competent and confident co-educators who are actively involved in their child's development.

Childcare and Education

1. To provide a high quality of education and learning within the EY framework and offer appropriate stimulation and support to children attending the setting.
2. To oversee the long term planning, following the EYFS curriculum, and sessional plans which ensure that each child is working towards desirable learning outcomes.
3. To monitor and evaluate the effectiveness of the Nursery curriculum and provision
4. To create a welcoming and family friendly environment.
5. To ensure observations and assessments by Nursery staff are conducted in line with the EYFS framework, and shared regularly with parents and families.

6. To promote positive values, attitudes and behaviour, dealing promptly with conflict and incidents in line with established school policy and encouraging children to take responsibility for their own behaviour.
7. To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
8. To observe children as individuals and promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.
9. To liaise with the Academy's SENDCO as appropriate and support staff in implementing any support plans for children with additional needs.
10. To prepare children for their transition to school, including liaison with local schools and transferring relevant information as required.

Marketing & Admissions

1. To promote the Nursery to current parents and potential customers, including acting on enquiries, arranging and hosting tours, visits and 'settling in' days, and to follow up on these.
2. At all times, to be proactive in managing the portfolio of enquiries to maximise admissions
3. To establish and maintain a programme of activities which encourages prospective parents to register with the nursery and contribute to the promotion of attendance at Open Days and Events.
4. Proactively represent the Nursery and advance its interests in the local community by building positive links.
5. To take responsibility for the Nursery open community Facebook page and other social media as appropriate.

Managing Staff

1. To take responsibility for the planning and organisation of staffing schedules and timetables, duty rotas and sickness and absence cover to ensure adequate staffing levels are maintained.
2. To ensure appropriate staffing levels to OFSTED's requirements are maintained at all times.
3. Support staff in the maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service and maintain, with practitioners, a recording system for individual children that can be shared with parents and other professionals and agencies enabling improvements to working methods and service.
4. To run the induction and probation of all new staff and volunteers.
5. To feed into the performance management process for all Nursery staff and run these as and when directed.
6. To assist with recruitment of new Nursery staff.
7. Help identify staff training needs and feedback to EYFS Lead, provide and/or facilitate appropriate training opportunities for Nursery staff.
8. To supervise staff and to be responsible for monitoring the quality of teaching and learning.
9. To ensure all staff understand and work to Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.

Leadership Responsibilities

1. To ensure all current government guidelines and legislation, including duties to safeguard and promote the welfare of children, are adhered to.
2. Be a constant advocate for driving improvement.
3. To be a member of the Academy's senior leadership team.

Health and Safety

1. To ensure that the welfare and safety of children is promoted within the setting and ensure that any child protection concerns are acted upon immediately and appropriately.
2. To ensure that First Aid is administered and reported in line with policy and procedure.
3. To contribute to and to implement all Nursery policies and procedures, e.g. daily registers, signing out procedures, child protection, health and safety, confidentiality, food safety etc.
4. To ensure records are properly maintained, including those held electronically e.g. daily attendance register, accident and incident reporting
5. To write and roll out all relevant and necessary risk assessments and ensure they are followed by all staff, children and volunteers.
6. To ensure that the Nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times.

Nursery Manager Person Specification
Essential requirements based on job description
Education & Qualifications
<ul style="list-style-type: none">● NNEB, CACHE Level 3, NVQ Level 3 or equivalent● Suitable level 2 maths qualification (<i>Functional skills qualification in maths at level 2; GCSE or International GCSE qualification in maths to at least grade 4 (or grade C); Key skills qualification in application of number at level 2; A Level or AS Level qualification in maths or pure maths and/or further maths to at least grade E; O Level qualification in maths to at least grade C; CSE grade 1 maths; Basic skills certificate L2 – certificate in adult numeracy.</i>)
Experience/knowledge
<ul style="list-style-type: none">● At least 3 years' experience working in an EYFS setting● Experience working in management in an EYFS setting as a senior member of staff● Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.● Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion● Knowledge and proven practical experience of implementing good quality learning opportunities.● Understanding of relevant Safeguarding practice and awareness of relevant legislation.● Commitment to equal opportunities and understanding of religious and cultural diversity.● Ability to create and implement basic systems for child records.● Ability to manage budgets effectively● Experience of marketing and admissions processes

Skills and abilities

- Be responsible, patient and approachable, with a caring personality
- Good numeracy and literacy skills
- Excellent verbal and communication skills with staff, children and parents
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to write detailed reports and keep clear and accurate records
- Ability to lead a team, manage effectively and efficiently upholding positive working relationships and an effective mentor.
- Ability to observe, assess and report on children's behaviour
- Flexibility and adaptability in the face of challenging circumstances with a respect for confidentiality.
- High level of initiative and creativity
- Ability to plan, devise and develop systems of work
- Empathy and understanding of children under five
- Good IT skills
- Reliable, enthusiastic, and flexible

Desirable Criteria

- Working towards (or completed) EYP, Early Years' degree, or EYTS
- Paediatric First Aid
- Level 2 Food Safety and Hygiene
- Safer recruitment training
- Enhanced DBS Check on the update service