



Nursery Manager – Job Description and Person Specification

Responsible to: Headteacher/EYFS Lead

Salary: Dependent on skills and experience

Hours: Full time

Job Description

Main Purpose of this role:

To provide safe, high quality education and care for children aged 3-4 years. To fulfil legal and statutory requirements and to supervise staff on a day to day basis. To contribute to and implement Nursery policies.

This job description may be amended at any time following the discussion between the Headteacher and EYFS Lead, and member of staff, and will be reviewed annually, or more regularly, in response to the changing needs of the school.

Responsibilities:

- The post holder is responsible to the EYFS Lead and Headteacher for their duties, responsibilities and teaching tasks.
- The post holder will adhere to the school's ethos, values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- The post holder undertakes responsibility for leading and supervising the day to day running of the Nursery.
- The post holder will work with colleagues to ensure the nursery is at optimum capacity at all times, including undertaking marketing, admissions and financial processes throughout the year.
- The post holder undertakes the main responsibility for teaching the Nursery children and the associated pastoral and administrative duties in respect of those pupils as well as the general responsibilities in the school as agreed with the Head.
- The post holder will interact on a professional level with all colleagues and establish and maintain good working relationships which will promote the development and effective delivery of the school curriculum and maximise children's achievement.
- The post holder will be responsible for the supervision of the work of all Early Years Practitioners and Early Years Assistants within the Nursery as well as any students who may be on teaching practice or work placement.
- The post holder will be responsible for the development and implementation of an engaging, accessible and relevant curriculum.
- The post holder will be responsible for the pastoral care and safeguarding of the children within the Nursery, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.
- To support 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 supervise the children and also be responsible for their physical, emotional, social and intellectual well-being.
6. To ensure observations and assessments by Nursery staff are conducted in line with the EYFS framework, and shared regularly with parents and families.
7. 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.
8. Oversee key worker responsibilities of all other Nursery staff.
9. Take the lead in induction and settling in for new children.
10. To ensure that there is an implemented daily routine in the Nursery.
11. To ensure the management and display of the presentation of children's work.
12. To plan and run any educational visits.
13. To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
14. 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.
15. To liaise with the SENDCO as appropriate and support staff in implementing any support plans for children with additional needs.
16. To contribute to the wider nursery and school day, including organisation and management of extended care services beyond core hours (such as breakfast club, after school clubs or provision).
17. 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 pro-active in managing the portfolio of enquiries to maximise admissions and contribute to nursery class targets.
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 write and send the weekly home communication sheet for Nursery parents every Friday.
6. To collate information for the newsletter each week. (to be distributed by the school office every Friday)
7. 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 chair regular staff development, planning and supervision meetings.
6. To feed into the performance management process for all Nursery staff and run these as and when directed.
7. To assist with recruitment of new Nursery staff.



8. Help identify staff training needs and feedback to EYFS Lead, provide and/or facilitate appropriate training opportunities for Nursery staff.
9. To supervise staff and to be responsible for monitoring the quality of teaching and learning.
10. 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.
11. To lead the implementation of the keyworker system whereby qualified staff members are responsible for working closely with a particular group or groups of children.
12. To be the first point of contact for any Nursery staff grievance procedures and disciplinary procedures.

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. Report to Halley House School Senior Leadership Team (SLT), Local Advisory Board (LAB) and Bellevue Place Education Trust (BPET) in report form and/or in person as required.
3. Facilitate and engage in school and Trust monitoring visits and external visits such as Local Authority and Ofsted.
4. Be a constant advocate for driving improvement.
5. Take responsibility for writing and implementing relevant areas of the School Development Plan (SDP) and relevant development and action plans for the Nursery.
6. Work with the SLT to keep the School Evaluation Form (SEF) up to date.

Health and Safety

1. To carry out all elements of the role of Deputy Designated Safeguarding Lead, with responsibility for the Nursery. (See separate job description.) (Main School Designated Safeguarding Lead is a position held by a member of SLT at Halley House School.)
2. To ensure that the welfare and safety of children is promoted within the setting. To keep up to date with current safeguarding practices and be the Child Protection Officer for the Nursery and ensure that any child protection concerns are acted upon immediately and appropriately.
3. To ensure that First Aid is administered and reported in line with policy and procedure
4. 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.
5. To ensure records are properly maintained, including those held electronically e.g. daily attendance register, accident and incident reporting
6. To write and roll out all relevant and necessary risk assessments and ensure they are followed by all staff, children and volunteers.
7. 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. To assist with daily health and safety checks and termly risk assessments.
8. The work requires normal physical effort. It may occasionally involve lifting and handling of training equipment, play equipment and other resources and to be involved in practical activities and physical care of young children.
9. To liaise with the Office Manager and Site Manager as appropriate about any health and safety or maintenance issues

Administration & Finance

1. To work with the office and admin staff on any area of administration related to the Nursery which may be required.
2. To liaise with the office manager and BPET Finance department regarding funding and fee account information.



3. To submit Early Years Free Entitlement Funding documents to the local authority with supporting parental information.
4. To be responsible for day to day contact with parents and other visitors or inquiries face to face at Nursery and over the phone
5. To answer email queries on behalf of the Nursery as necessary.
6. Effectively manage the Nursery resources budget.
7. To assist with the preparation, maintenance and control of stocks of materials and resources.

General

1. Overall day to day management responsibility for the Nursery.
2. In the performance of the duties outlined in this role description, the Nursery Manager may have access to confidential information relating to staff, children and parents. They may also have access to information relating to the practice of the school and/or Trust. All such information from any source is to be regarded as strictly confidential.
3. Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
4. Appreciate and support the role of other professionals, attending and participating in relevant meetings as required.
5. Participate in training and other learning activities and performance development as required, taking personal responsibility for identification of learning, development and training opportunities in discussion with EYFS Lead and SLT.
6. To ensure that Nursery conforms to all the current OFSTED requirements.
7. 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.
8. To attend in service training and meetings as required.
9. To ensure effective communication between the Nursery and Halley House School.
10. This job is intended to be based at Halley House School, and occasionally other BPET schools and nurseries as required.
11. To undertake any other reasonable duties as directed by the EYFS Lead and Headteacher.



Person Specification

Essential Criteria

Education & Qualifications

- At least 3 years' experience working in an EYFS setting
- Proven experience working in management in EYFS setting as a senior member of staff
- NNEB, CACHE Level 3, NVQ Level 3 or equivalent
- Extensive knowledge of the EYFS and of high quality early years' practice including statutory requirements
- Knowledge of and commitment to: child protection, health and safety, equal opportunities and SEN/Inclusion
- Paediatric First Aid & Food Hygiene Training
- Safeguarding certified
- Understanding of relevant polices/codes of practice and awareness of relevant legislation.
- Enhanced DBS Police Check

Experience/ Knowledge

- Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.
- Experience of working with or caring for children ideally in a variety of early years' settings.
- Recent relevant experience of working in an integrated care and education setting with a 2 – 5 years' provision or Early Years setting.
- Experience of working as a key worker for a group of children and their families.
- Knowledge and proven practical experience of implementing good quality learning opportunities.
- 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 administering free entitlement funding and payment processes
- Experience of marketing and admissions processes

Skills & Attributes

- 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

Education & Qualifications

- Working towards (or completed) early years' degree, or EYTS
- Financial management experience
- Experience of leading and supporting a team
- Safer recruitment training

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.