

Job Description & Person Specification

JOB DESCRIPTION

JOB TITLE	Leader of Nursery and Extended Schools
EMPLOYER	University of Brighton Academies Trust
LOCATION (Academy)	Robsack Wood Primary Academy
PAY GRADE	East Sussex grade 8
RESPONSIBLE TO	Executive Principal
MAIN PURPOSE OF THE JOB	To ensure the effective organisation of the Nursery and Extended Schools provision, maintaining high standards for all pupils.
MAIN TASKS / KEY RESPONSIBILITIES	
LEADERSHIP	
1	To lead on and implement the day to day operational performance and service delivery of the Nursery and Extended Schools provision, under the direction of the SLT;
2	To work in close collaboration with the Academy Business Manager and the Executive Principal to ensure the services are delivered cost effectively and within budget;
3	To identify opportunities for new sources of income and funding; promoting the services to current and prospective parents and carers;
4	To work closely with the SLT to support with the coordination and delivery of a rich and balanced Nursery and Extended Schools provision;
5	To liaise with parents and carers to encourage parental/carers involvement and support of the provision;
6	To complete statutory returns required to ensure the ongoing, continued and future funding of the provision;
7	To be responsible for the financial management of the provision including preparing invoices, processing payments, progressing outstanding payments and issuing refunds working with agreed budgets and monitoring requirements where appropriate;
8	To effectively manage the occupancy levels of the settings; managing the waiting list and offering childcare places;
9	To be named as the setting lead with Ofsted and ensure that all legal and statutory requirements are implemented including academy specific policies around Safeguarding, Child Protection, Health and Safety and Equal Opportunities ensuring confidentiality is maintained;
10	Act as a named DSL for the academy and be responsible for the safeguarding and wellbeing of pupils. To keep up to date with current relevant legislation;

11	To ensure a safe, hygienic and secure environment for children; following Health and Safety, Child Protection and Safeguarding policies. Keep, maintain and monitor accident, incident and risk assessment records;
12	To liaise with parents/carers and other outside agencies including local schools informing them about the provision, exchanging information about the childrens' progress and encouraging parent involvement;
13	To promote the provision positively in the local community, attending network events as required;
LEADING AND MANAGING STAFF	
14	To lead practitioners, ensuring the day to day implementation of statutory Frameworks;
15	Support all staff in creating and maintaining positive, professional relationships with parents/carers, other colleagues and outside agencies and when necessary, lead staff inductions and supervising students;
16	To provide supportive and collaborative line management within the provision;
17	To act as a mentor, coach and positive role model, promoting best practice;
18	To work in partnership with the SLT to appraise staff using the professional review scheme and supervision system and identify training and development needs;
TEACHING LEARNING AND CARE	
19	To lead the philosophy of "learning through play", ensuring the provision of a warm, friendly and engaging environment, offering quality play, care and learning both indoors and outdoors whilst maintaining high standards of care;
20	To support disadvantaged children including those with SEND by developing consistent approaches in line with the academy and outside agencies;
21	To lead the transition of new children and liaise with parents/carers; to establish and develop close, effective, working partnerships to ensure the wellbeing of their children;
22	Monitor development and observation records of the children and maintain positive management of children's behaviour; take responsibility for collating information on individual children with the Key Person system through observations, monitoring, assessing and recording;
23	Maintain high standards of care by supervising the children with regard to their physical, emotional and intellectual needs; supervision of meals and mealtimes;
ADMINISTRATION	
24	To ensure all day to day external communication and correspondence is maintained to a high standard;
25	To produce and prepare documentation including drafting correspondence to a range of audiences;
26	To secure cover for absent staff alongside the Business Manager and advise the Business Manager of absences and manage annual leave;
27	To show proficient ICT skills, using a range of systems including SIMS, Target Tracker, Social Media, East Sussex Portal, First Steps, Microsoft Office etc;

28	Complete and review risk assessments for activities and equipment ensuring any defaults are reported to the Facilities Team;
GENERAL	
29	To attend appropriate professional development courses, and all relevant CPD courses and take ownership of your personal and professional development;
30	To abide by the academy's staff code of conduct including professional behaviour, relationships and appearances;
31	To work within agreed nurse and academy policies and practices;
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: 12.03.2021	
Additional Information	
<ul style="list-style-type: none"> • This post is subject to an Enhanced DBS Check • This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act. 	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

Knowledge and Experience

- 1.1 NVQ 3 in Childcare and Education or higher equivalent or administration qualification
- 1.2 5 GCSE A-C passes including English and Maths or equivalent
- 1.3 Working knowledge of the Children Act 1989 and current legislation
- 1.4 Knowledge of Statutory Requirements including Child Protection, Health & Safety and Equal Opportunities
- 1.5 Experience of undertaking a range of clerical and administrative duties, including data input and keeping accurate and up to date records
- 1.6 Experience of producing documents of a high standard
- 1.7 Knowledge of a range of computer applications including Word, Excel, PowerPoint, Publisher and a willingness to learn the Nursery software, First Steps , SIMS, Target Tracker

Skills and Abilities

- 2.1 Ability to lead a team
- 2.2 Ability to work on own initiative
- 2.3 Ability to work in an organised and methodical manner by identify work priorities and managing own workload to meet deadlines whilst ensuring that lower priority work is kept up to date
- 2.4 Ability to communicate effectively with pupils, parents, carers, academy employees and governors
- 2.5 Ability to implement high health and safety standards
- 2.6 Ability to maintain confidentiality on all matters
- 2.7 Ability to show sensitivity and objectivity in dealing with confidential issues
- 2.8 Ability to manage invoicing and payments, report back to the Executive Principal to inform the budget

Personal Qualities

- 3.1 A commitment to giving children and families the opportunity to reach their full potential
- 3.2 A commitment to Equal Opportunities and Inclusion
- 3.3 A commitment to continuing professional development by showing a willingness to participate in further training and developmental opportunities offered by the Academy
- 3.4 To be able to work under pressure and manage own timekeeping well
- 3.5 To be able to lead and manage staff

Desirable Criteria

- 4.1 Evidence of further recent and relevant training or qualifications
- 4.2 Previous experience of working in a secretarial/administration capacity and/or Nursery/School environment
- 4.3 To have held a Senior role within a childcare setting or similar
- 4.4 Qualified in Pediatric First Aid
- 4.5 Qualified in Food Hygiene

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