

# NURSERY DEVELOPMENT MANAGER JOB DESCRIPTION

**Job title:** NURSERY DEVELOPMENT MANAGER

**Salary:** TBC

**Hours:** TBC

**Contract type:** PERMANENT (52 weeks per year)

**Reporting to:** HEADTEACHER

**Responsible for:** NURSERY PROVISION

## PERSON SPECIFICATION:

CRITERIA	QUALITIES
<b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• Degree (Early Years Education)</li> <li>• Professional development in preparation for a leadership role</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Early Years teaching experience</li> <li>• Contributing to staff development</li> <li>• Working in an Early Years leadership role</li> <li>• Mentoring and leading staff</li> </ul>
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of high-quality teaching, and the ability to model this for others and support others to improve</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to articulate, promote, share and market a vision for Early Years provision</li> <li>• Ability to build effective working relationships</li> <li>• Excellent knowledge of the EYFS and Ofsted statutory guidance</li> <li>• Knowledge of child protection and safeguarding</li> <li>• Excellent planning, organising and time management skills</li> <li>• Knowledge of and commitment to child protection, health and safety, equal opportunities, and SEN/Inclusion</li> <li>• Knowledge of data protection and information management practices and their application within an educational setting</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> <li>• Passion and drive for continual improvement and development</li> <li>• A caring nature and the ability to develop positive relationships with children and their families</li> <li>• The ability to place the needs of all children at the centre of all decision making</li> <li>• Ability to adapt quickly to changes and uses your initiative on a daily basis.</li> </ul>

## MAIN PURPOSE OF THE JOB:

- To successfully lead and develop our Nursery provision
- To plan, market, promote and deliver extended provision

- To promote our school's ethos in all you do
- You will have responsibility for providing well planned, engaging, and purposeful activities.
- You will have passion to make learning magical through creativity, to inspire, engage and promote high quality learning opportunities for all.
- You should be confident and competent in leading Early Years
- To lead our current, morning session only nursery, into a full-day/extended day provision with lunchtime opportunities for 3&4 year olds

#### RESPONSIBILITIES:

- To ensure the safeguarding of children at all times
- Be a constant advocate for driving improvement
- To manage the provision of the nursery ensuring that children, parents and the staff team work together to provide outstanding quality education and care
- To be responsible for management of the day-to-day operations of the nursery, and managing occupancy to ensure maximum capacity
- To manage a staff team effectively
- To agree and set goals and monitor the achievement of progress against agreed targets
- To monitor and assess the quality of provision ensuring that policies, procedures, best practice and standards are consistently maintained
- Demonstrate excellent practice in delivering the Early Years curriculum
- Promote the values of the nursery to all staff, parents and children
- Develop and maintain excellent working relationships with all staff
- Maintain accurate records including occupancy to ensure growth and development
- Fundraising through grants, events and other initiatives
- Continuously seek innovative solutions to improve the nursery and increase capacity
- Able to work under pressure to achieve results in a quality, timely and cost-effective way
- Strong relationship-building and communication skills to build rapport with families, colleagues and the local community and encourage their involvement and engagement
- Report to parents in line with school policy

*This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility required.*

Signed: \_\_\_\_\_(Post Holder) Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Head Teacher)Date: \_\_\_\_\_