

Job Description: Nursery Manager

Reporting to: Headteacher, Ark Start

Location: Acton or West Croydon

Contract: Permanent

Working Pattern: 37.5 hours per week

Salary: £32,000 to £43,000 depending on experience. First time managers encouraged to apply

About the role:

The Nursery Manager plays a crucial role in upholding a standard of excellence in caring for children under our supervision. A key part of this role is ensuring the well-being of each child, focussing on their physical, emotional, social, and intellectual needs.

Safeguarding children is vital within this role and the Nursery Manager is tasked with always promoting welfare and safety of each child in our supervision. Creating an environment that fosters growth and development is essential, where children are encouraged to play, learn, and flourish.

The Nursery Manager must possess a unique blend of skills, creativity, dedication, and energy to effectively lead room practices and inspire the team to maintain the highest standards of care and education.

Key Responsibilities:

SEND

- Named SENDCo on site
- Manage initial concerns and support with setting up universal and targeted provision
- Regularly assess impact of provision put in place for initial concern and SEND children
- Meet with 'initial concern' and SEND parents termly alongside play partner to communicate nursery concerns, support in place and impact of this support
- Complete 'one-page profiles' and IEPs' for children on the SEND register
- Liaise with external stakeholders and complete additional paperwork as needed e.g. provision mapping, SEND folders, inclusion funding applications, ECHP applications

Staff Team

- Daily deployment of the team and ensuring staff are working in line with policies
- Check-in and welfare meetings including return to work meetings
- Liaise with senior staff around concerns, next steps or escalation of staff handbook
- Complete risk assessments for staff members and keep them up to date
- Input into performance management meetings of staff and support development of PM targets, in line with the job specifications and career goals
- Ensure positive communication with staff team about priorities, action plans etc.
- Listen to and respond to staff concerns and worries and work with management to resolve these satisfactorily

Training

- Input into and oversee training targets
- Model 'in the moment' to support staff development
- Lead planning meetings weekly
- Facilitate external visitors

Nursery improvement

- Lead on areas of improvement within the Nursery
- Input into development targets and action plans
- Oversee implementation of development targets and action plans
- Ensure staff understand key priorities and targets

Safeguarding

- Track children's attendance and call daily for unreported absences
- Set an 'it could happen here' ethos for all staff to follow
- Ensure all staff follow the safeguarding policy and escalate any issues
- Train staff in safeguarding policy and procedure
- Communicate with DSL over any concerns in a timely manner
- Deputise for the DSL where required

Management Information System (MIS)

- Ensure that MIS data is up to date for all children (including but not limited to: sessions, birth dates, allergies, medical)
- Ensure that all parents are set up on, and have access to the MIS app
- Ensure staff compliance in completing MIS (including but not limited to: first aid, recording naps, recording food, recording medication)
- Follow up with required stakeholders around use of MIS (including but not limited to: finance, parents, staff, Area manager for safeguarding)

Environment

- Lead 'look and feel' compliance across the setting
- Regular learning walks with senior leaders, with a focus on the purpose of each resource within the learning environment, indoors and outdoors
- Identify gaps in provision and support staff to close these gaps through coaching and support
- Be senior educator on site and room leader
- Lead on quality of education and implementation of the curriculum
- Ensure room leaders have support and structures required to deliver quality provision in their rooms

Planning

- Lead, regularly update and comply with risk assessment of space
- Lead weekly planning meetings with all rooms
- Support room leaders to amend planning based on the needs of the children/groups of children/cohort
- Ensure that staff can explain 'why' they have chosen to provide each tool, resource or text to develop learning over time
- Communicate with finance around ordering
- Work with senior leaders to plan and facilitate off-site visits in line with policy.
- Ensure risk assessments are followed

Assessment

- Have an overview of staff completion of assessments
- Lead in additional assessment measures; formative and summative assessments
- Participate in facilitate culture of moderation within and across settings

Occupancy

- Liaise with finance and senior team around occupancy targets
- Market and advertise the Nursery to meet occupancy targets
- Liaise with admissions staff to organise 'walk arounds' and waiting lists for Nursery.
- Complete setting visits/home visits for Nursery new starters
- Meet with families to manage aged debt

Compliance

- Oversight of all food hygiene checks
- Oversight over all medication forms, storage and administering
- Oversight over communication to parents regarding medication and first aid
- Oversight of completion of all registers
- Oversight of completion of opening and closing checklists
- Oversight of completion of 2-year checks, before 36 months. Ensure these are written, shared with parents, signed, and filed

Parent relations

- Ensuring that the parent meetings are happening and in line with format as agreed; attend these meetings where required or for training purposes
- Ensure high quality parent communications in line with the Ark Start model
- Proofread, give feedback on and sign off on all external reports e.g. 2-year checks, end of year reports, family posts
- Oversight over Instagram photos and blurbs shared with social media lead twice weekly
- Ensure home visits take place in line with policy and lead on quality. Escalate any concerns
- Manage initial complains and escalate
- Lead on and model positive and open and welcoming culture with parents
- Ensure individual feedback to parents takes place daily
- Be aware of local services and support available to families and work with family manager and senior leaders to signpost families as required

Other duties include:

- To create a nurturing, fun, safe and caring nursery environment that meets the needs of every child
- To implement Ark Start model including curriculum, forest school and family programme
- To ensure compliance to all Ark Start and statutory policies
- To have a deep knowledge and understanding of the EYFS statutory framework and child development
- To lead on nursery improvement and engage with regular coaching and monitoring of the provision and ensure the nursery is constantly improving
- Actively promote the safety and welfare of our children and young people
- To participate fully in training and network activities
- To build close relationships with the host school, local authority and other local organisations
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact
- and diplomacy
- Model professionalism and Ark values
- Any other reasonable task as directed by your line manager

Person Specification: Nursery Manager

Qualifications

- Qualified at level 3 or above; Level 6 desirable

Knowledge & Skills

- An exceptional early years teacher
- Experience and knowledge of early child development
- Sound knowledge of the legislation and guidelines of the EYFS and an excellent understanding of pedagogy, curriculum, and assessment
- Effective and systematic behaviour management
- Be or demonstrate the potential to become an outstanding leader

Personal Qualities

- Genuine passion for and a belief in the potential of every child
- Commitment to the vision and ambition of Ark Start
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Excellent interpersonal, planning, and organisational skills
- Resilient, motivated, and committed to achieving excellence
- Reflective and proactive in seeking feedback to constantly improve practice
- Skilled communicator who enjoys working with families
- Generous manager who can bring out the best in colleagues through coaching and support
- Commitment to regular and on-going professional development and training to establish outstanding classroom practice

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).