Truro and Penwith Academy Trust

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall

JOB DESCRIPTION

Job Title:	Nursery Manager
Salary:	TPAT Point 9
Responsible to:	Headteacher / SLT
Direct Supervisory Responsibility for:	Nursery Staff
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Department for Education, Funding Bodies, Suppliers of Goods & Services & Visitors

Main Purpose of the Job:

The Nursery Manager will:

- be expected to provide high quality, flexible childcare for families from the local communities;
- oversee the operation of the day nursery to the highest standards, ensuring that the best possible environment and care are provided for young children;
- oversee and provide inclusive play and learning opportunities for all children attending the setting and maintain a safe, stimulating and enjoyable environment.

Main Duties and Responsibilities:

Key Duties:

- To be responsible for, and to oversee, the day to day management, staffing, organisation and smooth running of the Nursery;
- To develop the ethos to create a welcoming and family friendly environment;
- To contribute to the strategic planning, monitoring, evaluation and development of the Nursery;
- To be responsible at all times for high standards of care and education of children between 0 to 5 years in accordance with statutory requirements;
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to;
- Keep up-to-date with current developments in the early years care and in school improvement in the Nursery and to share this with staff;
- Make sure the Nursery meets Ofsted and early years foundation stage standards;
- To ensure effective communication between the Nursery and school staff and with all partner organisations;
- To order and maintain equipment and resources in the Nursery;
- Check equipment is in good condition;
- To support the Headteacher in managing the Nursery budget and to be accountable and responsible for day to day financial systems and funding allocations directly relating to the Nursery provision;

- To be responsible for admissions in line with the admissions policy;
- To keep a register and up-to-date records of all children using the Nursery provision and to ensure staff give regular feedback to parents about their child's development and progress;
- To be responsible for organising training and monitoring students in the setting;
- To plan, monitor and implement essential policies and procedures within the Nursery;
- To build good relationships with parents, carers, schools, childcare professionals and other relevant stakeholders;
- To work closely with the Headteacher and other members of the management team;
- To make recommendations and proposals about service developments and changes to the Nursery;
- To arrange marketing materials;
- To ensure the day care provision is clean, safe and welcoming for families and staff;
- To work within environmental, health and safety and fire regulations;
- To be designated key holder for the Nursery.

Leadership and Management:

- Recruit staff and develop the Nursery team;
- To ensure appropriate support for individuals and groups of children based on assessment data;
- To ensure that all children in the Nursery are able to learn and achieve to the best of their ability;
- To work in partnership with the Headteacher & members of SLT in the cycle of planning, implementation, review and evaluation of the Nursery plan;
- To keep records and create management reports;
- Work with the leadership team in setting, nurturing, promoting and maintaining a very high standard of behaviour and mutual respect throughout the Nursery, ensuring that all staff play an active role in the pursuit of these standards;
- Convey a positive "can do" attitude, motivate and inspire staff and present a positive 'united front' to secure successful outcomes of school initiatives;
- To actively support and promote positive and professional working relationships, giving and receiving constructive feedback aimed at developing the quality of relationships and the team's performance;
- To ensure that performance of staff for whom you are responsible is monitored, and that the process of supervision and appraisal, as set out in the school's policies and procedures, is reliably followed and recorded. This includes identifying their training and development needs and making every effort to have those needs met;
- To attend meetings (which may sometimes occur outside education hours);
- There is an expectation that you will communicate information in a clear, legible, objective and professional manner, in a variety of ways, using the required level of confidentiality. This includes the use of email and computer based systems as they come into use.

Teaching and Learning:

- To effectively co-ordinate the work in the EYFS area;
- To use effective teaching strategies and lesson structures to deliver the EYFS curriculum by:
  - ❖ Being familiar with EYFS curriculum requirements and making full use of assessment information to develop, adapt and evaluate teaching strategies to give maximum benefit to a child/young person;
  - ❖ Sequencing and structuring EYFS learning experiences and environments to develop organisational and problem solving skills to encourage independent learning;

- ❖ Selecting and managing resources, using specialised materials including ICT, as appropriate, to enable maximum access to the curriculum and to promote independent living skills.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

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PERSON SPECIFICATION – Nursery Manager

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	GCSE's or equivalent to include Maths & English at a C grade or above Level 2 literacy & numeracy qualifications Level 3 Diploma for the Early Years Workforce (Early Years Educator) OR NVQ Level 3 or equivalent in a relevant subject area	At least 1 A level, or equivalent, for a foundation degree 2 to 3 A levels, or equivalent, for a degree in child development or a related subject eg early years education, psychology or childhood studies Paediatric First Aid Appropriate Hygiene Certificate Health & Safety Certificate Safeguarding Children Training	Application Certificates
Skills and Experience	At least 2 years' work experience with children in a nursery Ability to work independently and to manage own time efficiently Experience of managing, supervision and appraisal of staff Ability to develop an effective team To be able to use a computer & the main software packages competently Excellent customer service and communication skills	Experience of working in a school or similar environment Familiarity with school ordering and tracking purchases Understanding of the use of Arbor	Application Interview Assessment
Specialist Knowledge and Skills	Knowledge of teaching & the ability to design courses The ability to accept criticism and work well under pressure Leadership skills Business management skills Knowledge, understanding and practical experience of day care for young children	Knowledge of school processes and procedures	Application Interview Assessment

	Knowledge and practical understanding of child development and parenting Knowledge and understanding of legislation and regulations relating to day care for young children and the inspections process for approval of day care settings Knowledge and awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities		
Behaviours and Values	Sensitivity & understanding Friendly, flexible & confident approach Patience & the ability to remain calm in stressful situations Your working environment in a nursery may be physically and emotionally demanding Imagination & creativity Patience & enthusiasm A caring & kind nature		Application Interview Assessment

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