

## Nursery Manager – Ark Start Brunel

**Reporting to:** Area Manager

**Location:** Ark Start Brunel (Middle Row, London W10 5AT)

**Contract:** Permanent

**Working Pattern:** Full-time

**Salary:** Competitive

**Closing date:** 1<sup>st</sup> November 2024

### About the role:

Ark Start nurseries are staffed by professional early-years practitioners who provide a carefully balanced mix of play-based and adult-led learning in nurseries. A nursery manager should be someone with a genuine passion for working with young children and with the knowledge, skill, creativity, and commitment to lead provision at our nursery.

### Key Responsibilities

#### General

- 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
- Ensure the management information system is up to date
- Ensure high quality parent communications in line with the Ark Start model
- Ensure the 'look and feel' of the nursery is in line with Ark Start expectations and values
- Any other reasonable task as directed by your line manager
- SEND and safeguarding
- To be the Designated SENDCo; to regularly assess impact of provision put in place for initial concern and SEND children as well as work closely with families and play partners to ensure individual children's needs are being fully met.
- To be DSL and ensure all safeguarding policies and risk assessments are up to date, kept under review and that all staff are following them
- To write and keep up to date all Risk Assessments and ensure all staff are aware of and following these

#### Line management

- To line manage and effectively deploy staff to ensure exceptional provision
- To use data to inform teaching and learning, identify areas for intervention and provide feedback to children, staff and families in order to ensure accelerated progress
- Deploy and manage staff to ensure exceptional provision for children
- Lead training, coach and supervise staff team to ensure ongoing improvement
- Work collaboratively with colleagues as a committed team member, building successful, high performing teams

### Provision

- To lead planning and ensure it meets the needs of all children in line with the Ark Start model
- To ensure full occupancy and operate nursery at break even
- Oversee assessment of all children and lead moderation internally and attend external moderation to ensure accurate data
- Manage behaviour effectively to create a safe, respectful and nurturing environment
- Work with colleagues, children, and families to develop a strong nursery community including delivery of family workshops and programmes to support children's progress

### Person Specification: Nursery Manager, Ark Start

#### Qualification Criteria

- Qualified at level 3 or above; Level 6 desirable

#### Knowledge, Skills and Experience

- 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

#### Behaviours

- 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
- Able to travel within and outside London regularly
- 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](#).*