

Job Title:	Nursery Manager
Weeks per year:	40 weeks
Location:	The Lawns Nursery
Level/Salary Range:	4D
Reports to:	Vice Principal (Head of Early Years)
Job Purpose	
<p>The Nursery Manager will inspire and lead the nursery team in order to provide a safe, high quality education and care for each child and their family that attends the nursery. In addition to taking the lead in the senior practitioner team of the setting, this role is also the key partner between the settings of the Lawns Nursery and Biggleswade Academy Preschool.</p> <p>The Nursery Manager will monitor and evaluate practices, implement processes and procedures that support children's education, development and wellbeing. The role requires good communication skills, high levels of motivation and ability to work under pressure. It will include managing multiple priorities and longer term development of the setting, ensuring the setting continues to meet the safeguarding and welfare, learning and development requirements within the Early Years Foundation Stage, Ofsted and other legislative requirements.</p> <p>The role will require taking the lead on external collaborative work. This will entail: (i) establishing and maintaining links within the community; and (ii) cooperating with other settings and agencies to build on the setting's continuous development. This will also require keeping up to date on all factors that affect Early Years and sharing relevant information with the Nursery team.</p> <p>The role will require working full days – Monday to Friday. It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are therefore expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken. Annual leave will be taken during the nursery holiday periods. Specific duties will include those outlined below and any other tasks that may reasonably be required by the setting and the Trustees to ensure the smooth operation of the setting.</p>	
Job Description	
<p>Role and Responsibilities</p> <p>Leadership of the Setting</p> <ul style="list-style-type: none"> <i>To draw up curriculum plans across the setting – which will ensure that each child is working towards the outcomes of the Early Years Foundation Stage (EYFS) and to monitor and evaluate the effectiveness of the nursery curriculum through its delivery. The programme should support the ethos, including the strong focus on outdoor learning.</i> <i>To be responsible for providing high quality care and learning – ensuring that all staff are correctly assigned and provide stimulating and varied opportunities for children to become motivated and enthused in their learning.</i> <i>To role model and monitor high quality practices – that will ensure the smooth day to day organisation and operation of the setting.</i> 	

- To be responsible for implementing systems of observation and record keeping – so that children's attainment and progress is effectively and regularly assessed and to monitor and evaluate the effectiveness of the procedures.
- To monitor and track the learning and development of all children in the setting – supervising and keeping the necessary records for this purpose.
- To ensure statutory and business records are regularly updated and maintained – this includes the daily attendance register, accident book and welfare records. This also includes ensuring all of the procedures of the nursery are implemented in line with current regulations.
- To ensure that health and safety procedures provide a safe environment – that promotes the health and wellbeing of all the children, staff, families and visitors.
- Member of the Trust safeguarding team, with responsibility for the nursery – ensuring that the welfare and safety of children attending the setting is always promoted, to ensure the team follows safeguarding procedures as detailed in the setting's policy.
- Act as SENDCo – keeping abreast with new training and research, working with outside specialist teams as necessary to ensure children with special educational needs and disabilities make the desired progress.
- To keep up to date with research and good practice – both to improve knowledge and understanding and ensure effective practice within the setting.
- To lead and be main liaison with the Vice Principal (Head of Early Years), social services and other professionals across the setting – as key leadership position for the Lawns Nursery.

Leadership of Staff Development

- To manage an effective performance management system – including carrying out regular supervisions and appraisals for all nursery staff. Also includes maintaining an accurate succession plan which demonstrates the commitment to supporting staff CPL and whole setting training requirements to ensure a highly effective staff team.
- To encourage a culture of excellence in all setting activities – supported by thorough reflection and self-evaluation and instil the drive for continuous improvement.
- To provide IT training/support – to enable staff to fulfil their role in undertaking observation and evaluation of children's development. We currently use tapestry online journal and CPOMS for safeguarding.

Partnership with Parents, Committee of Trustees and wider community

- To build and maintain effective communication and positive relationships with parents, carers and families through a variety of communication platforms – including, but not limited to: parent visits, settling days, presentations, Tapestry, Facebook etc.
- To lead and liaise with the Vice Principal (head of Early Years) – to drive setting development and delivery of vision for the Lawns with a focus on outdoor learning and building resilience.
- Partner with schools to identify relevant transition programmes for children going to school – develop opportunities to ensure positive move from Nursery to school.
- To consider to identify and develop partnerships with local organisations within the community of the Nursery – this includes building on the partnership with Care homes, programmes with Adults with learning disabilities, the Library and neighbourly programmes.

Qualifications and Education Requirements and Person Specification

Essential	Desired
<ul style="list-style-type: none"> Level 5 or Early Years Professional status 	

Experience

Essential	Desired
<ul style="list-style-type: none"> Previous management experience in an Early Years setting A working knowledge of staffing a setting to ensure it runs smoothly 	<ul style="list-style-type: none"> Experience of leading a team through an Ofsted inspection Knowledge of supporting with admissions to the setting

Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> An in-depth working knowledge of the EYFS and its Statutory requirements An in-depth working knowledge of the Development Matters framework A vision for developing the provision for the children and a willingness to try creative ideas. Happy to face and commit to challenges Ability to identify children's needs and provide learning opportunities to meet those needs as required Ability to work as part of a team and to inspire and motivate the team, working alongside the rest of the team, recognising and developing their strengths Ability to respect confidentiality of information Experience of taking the leading role in Safeguarding within the setting Willingness to undertake further relevant training Commitment to young children and families Good, confident communication skills to deal effectively and respectfully with children, parents, colleagues and visitors Excellent interpersonal skills and a professional attitude Friendly, flexible approach 	<ul style="list-style-type: none"> A Forest School qualification (or the willingness to train to acquire one) Experience of collaborative working with other agencies/settings Relevant Early Years Paediatric First Aid Training Designated Safeguarding Lead Training An understanding and commitment to equal opportunities

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.