

## JOB DESCRIPTION

<b>READING BOROUGH COUNCIL</b>	<b>Department/Directorate: DCEEHS</b>
<b>Post Reference No:</b>	<b>Location: Blagrove Nursery School</b>
<b>Job Title: Nursery Manager</b>	<b>Grade/Salary Range: RG6 scp 28 - 33 No gateway progression R969 - March 2025</b>

### JOB PURPOSE

- To effectively manage, develop and promote the nursery and provide an effective service for children aged from birth to 5 years.
- To ensure the efficient and effective running of the nursery; to be responsible for both the daily care of the children and administration of the nursery.
- To provide a high quality and safe childcare environment that promotes the all round development of the children in accordance with current legislation, Reading Borough council childcare and health and safety policies. To provide sound administrative and financial procedures.

### DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

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Exec Head
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Federation EYFS Lead
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Nursery manager
    
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### MAIN DUTIES AND RESPONSIBILITIES

1. To have overall responsibility for the Nursery in the absence of the Executive Head
2. To be in charge of the recruitment and induction of new staff and to liaise with HR as appropriate.
3. To attend and manage staff supervision and annual appraisals. To carry out observations on staff and to contribute to their continuing professional development, organising training where appropriate.
4. To monitor staff attendance and performance and manage capability procedures where necessary.
5. To oversee the supervision and management of students, trainees and volunteers; liaising with colleges and tutors when necessary.
6. To organise and manage team meetings, planning sessions and inset days.
7. To liaise with other settings, professionals and early years experts to facilitate the sharing of good practice.
8. To be responsible for the deployment of staff and ensure children / staff ratios are met

at all times.

9. To manage the nursery's waiting list and allocate places in accordance with the admissions policy.
10. To ensure the nursery is promoted positively and to maintain high levels of occupancy.
11. To be responsible for the nursery's administration and ordering of materials/resources.
12. To work closely with the class teacher, executive head and bursar to effectively control the nursery budget.
13. To develop and maintain effective relationships and communication systems with staff, parents and carers.
14. To work with parents and staff to develop, implement and review all nursery policies and procedures. To have a regard for, understand and promote the Nursery Policies and Procedures when applicable.
15. To be a designated person and be responsible for the implementation, maintenance and development of the Nursery's safeguarding procedures.
16. To work closely with other professionals, agencies and the Nursery team to maximise the opportunities for families attending the nursery and to handle confidential information and shared data protection issues.
17. To maintain a high quality education and childcare provision that promotes children's all round development, ensuring high standards of health and safety in accordance with current legislation, OFSTED requirements and Reading Borough Council childcare and health and safety policies.
18. To understand and implement all relevant OFSTED legislation and paperwork.
20. To have a sound knowledge of the Early Years Foundation Stage (EYFS) framework and to ensure it is effectively implemented, ensuring the nursery to deliver high standards of teaching and learning, and development opportunities to support school readiness.
21. To be responsible for the monitoring of children's development and progress and to work with the nursery team to develop effective and child-centred record keeping systems to share with parents and professional partners. To ensure accurate and up to date completion of records.
22. To oversee planning and organisation of effective routines, an early years curriculum and the early years environments, ensuring that they are stimulating and age appropriate and according to the EYFS.
23. To work with the teaching team to ensure effective practice within the nursery to ensure smooth transitions, moving from home to nursery and nursery to another setting or school.
24. To be responsible for the nursery's continuing development, carrying out audits with regards to nursery provisions and resources, addressing any areas for development.
25. To have knowledge of the Special Needs framework and to liaise closely with the nursery SENCO and other professionals and agencies working with a child and to contribute to individual plans when necessary.
26. To be responsible for equal opportunities across the setting and ensure that appropriate policies are adhered to.

**1. Finance and Budget**

To work with Executive Head and Bursar to create, implement and be responsible for a financial system that allows for a high standard of scrutiny by Local Authority.

To be responsible for the identification and attraction of additional resources and finances to develop the learning environment and maximise outcomes for children.

To identify new opportunities including partnership working to continue delivering a sustainable / profitable service.

**2. Safeguarding**

To respond to local need by ....

Further developing own and staff’s understanding of role of safeguarding and develop knowledge, experience and skills around identifying and working with vulnerable children. To manage and support the children attending nursery that are known to the Children’s Services and other agencies

By attending, and support staff to attend, TACs, CP Conferences, Core Group Meetings etc ensuring the voice of the child and specific nursery involvement is represented.

Facilitating regular safeguarding meetings in partnership with Family Development workers and Nursery designated officers. To implement a robust and transparent system of recording discussion, following up actions and escalation of concerns.

**3. Practice development**

Implementation and development of a programme designed to facilitate and support staff to continually improve practice. Effective use of audit, evaluation, observation and assessment tools to inform this programme as well as opportunities for formal reflective practice. Evidence of impact on both staff and the children in the setting is provided and includes work around training, peer observations, group work and shared practice. Development areas are identified and prioritised with clear measures in place.

**SCOPE OF JOB (Budgetary/Resource control, impact)**

To work alongside the Executive Headteacher and Early Years classroom teacher and Bursar and use the relevant financial and administration systems.

**SPECIAL/OTHER REQUIREMENTS OR RESPONSIBILITIES OF THIS POST**

What level of DBS check is required for this post?	ENHANCED
Does this post require a Protection of Vulnerable Adults (POVA) check?	No
Does this post require a Protection of Children Act (POCA) check?	Yes
Is this post “politically restricted”?	Yes
What Level H&S responsibilities are applicable to this post?	LEVEL 2

## PERSON SPECIFICATION

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Reading Borough Council	Department/Directorate: Education and Community Services
Job Title: Nursery Manager	Post Reference No:

### Qualifications/Education/ Training

Recognised Early Years qualification - BA Honours Degree in learning & development. NNEB / Cache / NVQ 3 or above or similar

### Experience:

1. Experience in leading in an early years setting
2. Experience of supervision and annual appraisals, supervising of staff/students and ability to lead high quality staff practice
3. Experience of working as part of a team
4. Experience of working with babies and young children under the age of five
5. Experience of working with and supporting 2 year olds and vulnerable families
6. Experience and knowledge of the Early Years Foundation Stage and SEN framework and providing high quality planning and assessment for children from birth to 5 years
7. Experience of working with parents and other professional agencies
8. Experience of recruitment processes and interviewing techniques
9. Experience and knowledge of good transition practice, of supporting children at transition points and of home visiting
10. Experience and understanding of Ofsted inspections and self-evaluation form
11. Experience of Health and Safety procedures and risk assessments
12. Experience of management systems and personnel procedures including Management financial systems, budgets, admissions and occupancy, handling money, staff capability and disciplinary procedures
13. Experience of Safeguarding policies and procedures and of writing reports and attending meetings

## SKILLS AND ABILITIES:

- Excellent interpersonal skills, well organised and with effective communication, self-confidence and enthusiasm
- Good time management ability to prioritise tasks and delegate accordingly
- Ability to work as part of a large team and to be able to work on own initiative
- A good knowledge of Early Years Foundation Stage framework, SEN, current childcare practice and of statutory regulations/guidelines affecting childcare
- Ability to organise and manage childcare funding and provisions for the nursery
- Ability to lead planning, organising, delivery and evaluation of effective practice and a play based curriculum
- Ability to be supportive and respond to many demands and to deal with difficult issues in a sensitive way
- To be able to be a self-reflective practitioner and lead staff in reflective practice
- Ability to supervise, motivate and discipline staff team
- Ability to deliver and support staff training, providing team building and leading staff inset days
- Ability to formulate and implement effective policies and procedures at the nursery and in conjunction with Reading Borough Council and to review these periodically
- To have a sense of vision and commitment to providing high quality nursery care and environments
- Ability to form good relationships with parents, children and recognise the needs of vulnerable families and ways to support them
- Ability to represent Blagrove Nursery School and communicate with professionals and organisations relating to childcare as appropriate, and to work in partnership with colleagues in other settings and schools
- Ability to maintain personnel, user and childcare records in accordance with the data protection act and confidentiality procedures.
- Ability to manage and implement effective safeguarding procedures and to appropriately act upon any concerns
- Competent in working with management systems and procedures including: financial/invoice systems, budgets and personnel procedures e.g. recruitment and capability
- Ability to manage/organise marketing, admissions and occupancy lists, ensuring high occupancy at all times and striving for sustainability
- To have a comprehensive knowledge of child development, the Key Person system and observation, planning and assessment techniques

## WORK RELATED SPECIAL REQUIREMENTS

To be able to work flexible hours between the hours of 8.00am-4.30pm