

Job Description

Title: Nursery Manager

Grade: Band 9

Reports to: Headteacher

Supervises: Deputy Nursery Manager and Senior Nursery Team

Job Information:

- This post is 37 hours per week
- FTE; 37 hours per week, 52 weeks of the year. Initially, 27 days holiday (rising to 31 after 5 years service) plus public holidays per year.

Essential Criteria:

- A passionate and positive attitude
- Proven success in role modelling behaviours including a strong ability to lead and motivate a team
- Proven success in a senior childcare setting role
- A full and relevant child care qualification (minimum NVQ Level 3 or equivalent but ideally a degree)
- Experience of supporting managing financial budgets
- Excellent communication skills and ability to build strong parent partnerships

Principle Responsibilities / Duties:

Teaching, Learning and Staff Development

- To take responsibility for ensuring the team are identifying and planning individual children's needs through the Early Years Foundation Stage.
- To ensure the team are providing a consistently high quality of education to all children in line with the school and nursery vision and values.
- To work in conjunction with school staff to develop and deliver our early years curriculum and ensure effective transition for children from nursery to school.
- To oversee the quality and implementation for the daily programme of nursery activities and events.
- To be responsible for, and monitor staff observations and record keeping so that children's attainment and progress are effectively and regularly assessed.
- Lead staff meetings and training sessions as required.

Inclusion, Safeguarding and Family Work

- To be a Designated Safeguarding Lead with oversight of children on roll in the nursery, attend multi agency meetings, making/assisting with referrals to social care where appropriate and contribute to wider safeguarding work across the school and nursery.
- To safeguard children through following correct procedures including carrying out risk assessments and following established policies.
- To ensure that the nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene (including food hygiene) are high, safety procedures are implemented at all times and fire drills are regularly practiced.
- To direct the work of the Nursery SENCo (and collaborate with the school SENCo where appropriate) to ensure that children's needs are identified, met and monitored.

People Management

- To ensure the maintenance of an effective key person system and supervision of staff.
- To deliver staff appraisals for senior team and enable the effective delivery of appraisals across the setting.
- To identify training and development needs across the whole staff team, individually and collectively.
- Ensure that staff are appropriately deployed to fully utilise their skills and knowledge across the setting.

Daily Operations

- To take full responsibility for the Nursery in the absence of the Headteacher during school holidays.

- To be the nominated 'day-to-day' manager in terms of the Ofsted childcare registration.
- Coordinate the smooth upward transitions for children through the nursery.
- To liaise with stakeholders as necessary and ensure that all legal and statutory requirements are implemented; to provide reports as required.
- To ensure records are properly maintained, e.g. daily register, accident and incident book.
- To maintain effective mechanisms to liaise closely with parents/carers, informing them about the Nursery, exchanging information about children's progress and encouraging parental involvement.
- To ensure that policies and procedures are up to date, compliant with relevant guidance and effectively disseminated and implemented by the team.
- To respond to complaints and issues as they arise, reporting concerns and actions as appropriate to the Headteacher and to provide assistance to the Headteacher in responding to formal complaints
- To attend relevant training courses and meetings as required.
- To undertake any other reasonable duties as directed by the Headteacher.
- Be involved in extra curricular activities, (e.g. clubs, activities, trips, open days, parents evenings).
- Work within all nursery policies and procedures
- Report child and school issues in line with the school and nursery's policies for health and safety, Child Protection and Safeguarding, Behaviour Management etc

Strategic Development

- To work with the Business Manager to provide information that allows accurate occupancy forecasting and associated income.
- Be part of the wider school and nursery shared strategy team (Headteacher, Deputy Headteacher and Business Manager)
- Report to the Governing Body on the effectiveness of the nursery through accurate self-evaluation and development plans, including provision of strategic reports to reflect the strengths and areas for development.
- Work with the Business Manager to ensure that set budgets are maintained.

Responsibilities of all Staff:

- To familiarise themselves with the requirements of the **Health and Safety at Work Act 1974, etc.** and any other health and safety legislation and codes of practice, which are relevant to their work.
- To take reasonable care of their own health and safety and any other persons who may be affected by their acts or omissions at work.
- To take an active interest in promoting health and safety and suggest ways of reducing risks.
- To report any defects in the premises, plant, equipment and facilities, which they observe.
- To comply with any individual requirements identified in Job Descriptions and pertinent to their specific role.
- To familiarise themselves with the school's Safeguarding and Child Protection Policies.
- To ensure they are familiar with school procedure for reporting concerns.
- To comply with any individual requirements identified in job descriptions and pertinent to their specific roles (health needs of children with medical conditions; first aid; school security etc.)

Bramble Infant School and Nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced Level will be required prior to any offer of employment. NB. This post is exempt from the Rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them.