



Nursery Manager Job Description
Full time - Permanent

Conditions of Service: NJC for Local Government Services
35 hours per week
TERM-TIME ONLY — 39 weeks per academic year, 195 Days (Pro-rata)
LEAVE ENTITLEMENT — based on 6.6 weeks (7.6 after 5 years)
Permanent position

Point range: Pay: SCP 12-17: £23,025 to £24,977 pro rata FTE
(actual salary £27,711 - £30,060) (35 hours per week, term time only)

JOB PURPOSE

To lead and manage Laugh 'N' Learn Nursery, taking responsibility for delivering high standards of learning, development and care for children aged 0-5 years. This will include the day to day management of the setting and its staff to ensure the nursery is a safe environment for children, staff and others. Children's development will be developed with effective communication to further develop and promote partnerships with parents and carers.

GENERAL DUTIES

- Overall day to day management responsibility for the nursery
- To support the policies, ethos and vision of the nursery and actively promote high levels of achievement in the nursery.
- To be responsible for the efficient running of the nursery and overall delivery of a high quality service
- To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the preschool nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the preschool nursery meets Ofsted requirements at all times
- To manage, supervise and support the nursery staff
- To undertake and assign designated officer roles
- To work with other professionals in the local area for the benefit of children and families

- To ensure all staff understand and work to nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals/ developmental goals
- To organise and participate in the key person system
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- Seek and implement areas for improvement and the development of staff with regards to early years provision
- Evaluate the effectiveness of the provision in the nursery in close collaboration with the leadership team
- To ensure all records are properly maintained in accordance with the policies and procedures of the company
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives

ACTIVITY PLANNING AND DEVELOPMENT

- Lead the nursery team in the planning and delivery of a creative and stimulating curriculum
- Ensure the environment supports a range of learning styles and develops each child's independence
- Take responsibility for the provision of high-quality learning activities throughout the nursery
- Monitor the progress of children and report evaluated data to the Early Years Lead.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement
- Share and model outstanding practice

LEADERSHIP AND MANAGEMENT

- Work with the rest of the leadership team to successfully implement policies and procedures
- Maintain positive working relationships with all members of staff
- Support and guide all team members working in the nursery
- Lead training, development and induction processes for new and existing staff
- Support the management of staff and assess performance
- Plan and lead meetings with nursery staff
- Manage and plan the day-to-day running of activities, including efficient use of resources
- Keep on top of finances and be responsible for managing the nursery's budget
- Prepare for Ofsted inspections and work towards the nursery's inspection goals
- Keep up-to-date with the requirements of the EYFS framework

- Uphold the nursery's safeguarding policies and procedures to ensure the safety of children is never compromised
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities
- Act as a role model for children, aid their cognitive development and help to give them the best start in life
- Ensure all public health protocols are upheld inline with government guidance for early years education settings
- Always maintain the nursery's high standard of safety measures

COMMUNICATION

- Develop and maintain effective relationships with parents, colleagues, the governing board and the local community
- Develop and maintain links with the LA advisory and support services
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years
- Maintain positive relationships with parents and communicate any areas of concern or significant progress
- Keep a record of every child's progression and make this accessible for parents
- Advise the governing board on policies and ensure they are implemented
- Attend meetings of the governing board when requested
- Communicate any local and national changes relating to early years and nursery settings to other staff
- Liaise with other colleagues to aid the smooth transition of all children through the stages of EYFS early years to KS1.
- Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND

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ADDITIONAL DUTIES

- Promote the health and wellbeing of all children in the nursery
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times
- Deal with challenging behaviour
- Assist with administrative duties where necessary
- Assist with the maintenance of hygiene and cleanliness on site
- Any other reasonably duties as requested by your line manager

QUALIFICATIONS REQUIRED (ESSENTIAL)

- Minimum Level 3 approved Early Years qualification with at least 2 years relevant experience.
- Minimum Level 2 qualification in English and Maths.