

Bridgwater and Taunton College Trust

Nursery Manager



Nursery Manager Grade: BTCT Scale 08.

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

Students come first: First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

We are team players: Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

Our values

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

Bridgwater and Taunton College Trust

Nursery Manager

Core Purpose

- To develop a caring and supportive ethos within the Nursery with a child centred environment which meets the individual needs of all children, ensuring each child makes good progress.
- Ensure the EYFS is promoted and delivered within the setting and the principles adhered to by all staff and volunteers.
- To ensure all children are safeguarded and their wellbeing and safety is promoted.
- Supervision of and support to team members within the nursery thereby implementing high standards of quality practices
- Maintain effective partnership arrangements with parents to ensure that staff provide regular feedback to parents about the daily activities of their child and their progress in learning and development.

Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Responsible for the day to day management of the Nursery, ensuring that adequate numbers of staff are available to meet Ofsted statutory requirements and that staff are deployed effectively to provide a safe and stimulating environment for children.
- To be responsible for all nursery staff, students and voluntary workers. Supervising and supporting all members of the nursery team in their day to day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and discipline.
- To adhere to and support all team members to understand and follow the legal requirements of the EYFS.
- To understand the requirements under the Prevent Duty and ensure it is incorporated into the setting. Make sure staff are made aware of this and any action that is required is taken promptly.
- Ensure at all times high standards of care and early learning are achieved in accordance with statutory requirements.
- Establishing and maintaining effective communication links with other agencies, in particular Speech and Language Therapists, Health Visitors and other lead professionals.
- Liaising with Ofsted and other professional bodies associated with the nursery.
- Ensure that the Nursery is adequately and safely equipped to meet the needs of all children ensuring that appropriate resources are procured and maintained.
- To instigate the development and Implementation of systems to monitor and record child development.
- Responsible and accountable for the Nursery budget and its day to day financial management, ensuring that the Nursery complies with the financial regulations set out
- Ensure all funding applications are in place and appropriate admission procedures are followed with the support of the Nursery administrator.
- Understand and implement other, appropriate Trust or nursery policies and procedures in relation to staff, buildings and resources.

Bridgwater and Taunton College Trust

Nursery Manager

- To be responsible for the overall health and safety standards within the nursery and ensuring staff compliance and awareness, including training where appropriate.
- To oversee that the agreed high standards of hygiene and cleanliness are maintained at all times.
- Being responsible for organising all administrative duties associated with the management of the facility, eg maintaining records on the children and their families, ordering equipment, maintaining an inventory, with support from the Nursery administrator
- To be a team player, and contribute towards the Nursery vision, within own capabilities.
- To report back to the Senior Lead, as required, with information relating to finance, quality of provision and anything else deemed necessary.
- The post-holder may, from time to time, be required to carry out other duties commensurate with the role.

Problem Solving and Creativity

- Ensure via the line management of the nursery the construction and delivery of an effective and fully inclusive high quality integrated Early Years curriculum, which adheres to legislative requirements and “good practice” standards from OFSTED and other childcare advisory statutory/voluntary agencies.
- To provide all team members with the support and resources required for the early identification and intervention for children who may have special needs.
- Promote the Nursery within the local community, ensure maximum uptake of places.
- Be actively involved in business planning for the future development of the nursery
- To be aware of and act in accordance with current legislation, good practice, nursery policies and procedures.

Decision Making

- Make decisions regarding the use of resources to ensure that the nursery is always adequately equipped in the most cost effective way
- Deploy staffing to ensure that minimum legal ratios are met

Relationships

- Build positive and professional relationships with all staff, children and parents.
- Supporting all team members to work in partnership with parents/carers and other family members.
- Build positive links with the community and with outside agencies
- Work in conjunction with the Trust and Maiden Beech Primary Academy to ensure consistent provision for all children across Early Years.

Physical Working Conditions

- Working with children in the nursery environment, sitting on the floor, at low tables and furniture, a lot of time will be spent being physically active
- Daily use of the outside provision, be suitably dressed for all weather conditions
- Physically carrying and assembling play equipment
- Use of a range of IT equipment

Other Duties

Bridgwater and Taunton College Trust

Nursery Manager

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

Person Specification

Area to be assessed	Essential criteria	Desirable criteria
Safeguarding	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
Qualifications/Experience	Minimum of two years in post at Level 3+ in an Early Years Setting. Experience of managing a staff team.	Experience of managing or deputising in a day care setting. Experience of leading CPD for others. Experience of leading performance management reviews and procedures
Knowledge/Skills	Open and approachable, with a vision that inspires others. A good communicator. Commitment to own professional development Commitment to work within a strong ethos of inclusion. Commitment to equal opportunities and experience of implementing strategies for inclusion and equality. An ability to be proactive in identifying problems and providing solutions.	Able to analyse data and use to raise achievement throughout the Nursery Ability to work positively with a wide range of professionals in different sectors.

Bridgwater and Taunton College Trust

Nursery Manager

	<p>Ability to be organised, methodical and able to work independently on own initiative without supervision while prioritising ongoing activities.</p> <p>Ability to action plan for the future development of Early Years provision</p> <p>A commitment to working with families to gain the best support for our children.</p>	
--	--	--