

LIHT Job Description

Job Title	Nursery Manager
Pay scale	SO1
Location	Hartley Primary School London Borough of Newham
Responsible to	Senior Leadership Team (SLT)
Purpose	The Nursery Manager is responsible for leading the Hartley nursery provision in partnership with the SLT, ensuring the day to day management of the provision and the delivery of high-quality early education, personal development, health and welfare for all children.
Job context	This role involves working as part of the team at Hartley, managing the provision and improving the overall quality of education in the Nursery. The role will include taking responsibility for 2-3 members of nursery staff daily, in partnership with the Senior Leadership Team.
Key areas of responsibility	
Strategic	<ul style="list-style-type: none"> ● To provide effective leadership for all stakeholders at the nursery, working in partnership with the SLT. ● To develop the provision so that all staff recognise that they are accountable for the success of the nursery. ● To drive relevant aspects of the School Improvement Plan in order to secure continuous improvement. ● To work professionally and collaboratively with colleagues and schools, adopting the ways of working within the Trust. ● To establish, develop and maintain professional working relationships with relevant partner organisations.
Leadership and management	<ul style="list-style-type: none"> ● To lead the work undertaken by the nursery team, ensuring clear delegation of tasks and distribution of responsibilities. ● To have operational responsibility for nursery admissions, working alongside the admin team. ● To implement and sustain effective systems for the management of staff performance, including appraisal and supervision.

	<ul style="list-style-type: none"> ● To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of employment. ● To continue the development of good working relationships with all stakeholders and the wider community.
Deployment of staff and resources	<ul style="list-style-type: none"> ● To maintain an environment that promotes and secures effective early educational experiences, and high standards of achievement, personal development and welfare. ● To manage and organise the nursery efficiently and effectively to ensure it meets the needs of the children. ● To contribute to the recruitment and professional development of staff. ● To deploy resources delegated to them.
Teaching and learning	<ul style="list-style-type: none"> ● To work with the SLT to provide an appropriate Early Years curriculum for the nursery which supports children’s learning, development and readiness for school. ● To assess, monitor, record and report on the learning needs, progress and achievements of nursery pupils, making accurate and productive use of assessment. ● To set high expectations for learning and behaviour which inspire, motivate and challenge nursery pupils to achieve their best. ● To continue to maintain an effective partnership with parents and the community to support and improve children’s achievement and personal development. ● To ensure that parents/carers are well informed about their children’s developmental progress.
Safeguarding	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.</p> <p>The Nursery Manager will ensure that safeguarding in the nursery is paramount, reporting all concerns to the DSL in a timely way.</p>
General responsibilities	<p>All employees are expected to:</p> <ul style="list-style-type: none"> ● Undertake any training commensurate with the post. ● Show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others. ● Support, uphold and contribute to the development of the Trust’s equal rights policies and practices in respect of both employment issues and the delivery of services to the community. <p><i>The Learning in Harmony Trust reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the</i></p>

needs of the Trust's business. This job description does not form part of the contract of employment.

Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications	Level 3 qualification (or equivalent)	Level 6 qualification e.g. Early Years Degree Safeguarding Training. First Aid Qualification.	
Professional Experience and Knowledge	Relevant experience related to working with children and families in EY settings. An understanding of the Early Years, including the roles and responsibilities of staff. A good understanding of child development. Experience of working with other professionals and agencies.	Experience of working in a school-based nursery. An awareness of some of the current issues affecting children and families in our local community.	
Personal aptitude, qualities and skills	Able to lead high quality early years provision, including welfare requirements. Able to collaborate with others and work as part of a team. Able to deal with confidential information sensitively and appropriately in line with school policy. Good organisational skills and ability to prioritise work and make decisions under pressure.	Strong IT skills. Excellent communication, both verbal and written. Confident and assertive.	