



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Nursery Manager

School: Pevensey & Westham School

Grade: [Single Status 9](#)

Responsible to: Headteacher

Responsible for: Nursery Team

Purpose of the Role:

To provide professional leadership and management of the nursery, ensuring a safe environment, high quality education and care for nursery children aged 0-5 years; to fulfil legal and statutory requirements; to manage nursery staff; to develop partnerships with parents/carers to increase involvement in their child's development and others and contribute to and implement nursery policies.

Key tasks:

1. Oversee the daily operations of the nursery, ensuring compliance with the EYFS framework, safeguarding policies and health & safety regulations
2. Manage a team of nursery practitioners so that they are developed efficiently and effectively, their wellbeing is maintained and their performance continuously improves.
3. Manage the nursery budget, staffing and nursery resources efficiently in liaison with the School Business Manager
4. Work in partnership with the school leadership team to update and review the self-evaluation and improvement plan
5. Take responsibility for drawing up long term, medium term and session curriculum plans in liaison with the School's Leadership Team, which ensure that each child is working towards desirable learning outcomes, and to monitor the effectiveness of the nursery curriculum.
6. Responsible for providing a high quality of teaching, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
7. Draw up and supervise the daily programme of nursery activities and events.

8. Responsible for observations and record keeping, so that children's attainment and progress is effectively and regularly assessed. To help monitor the effectiveness of assessment procedures.
9. Monitor the quality of teaching to identify in-service training needs.
10. Ensure records are properly maintained e.g. accident and incident book.
11. Liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about the children's progress and encouraging parental involvement.
12. Ensure that the nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
13. Liaise with the headteacher, Designated Safeguarding Lead, Special Education Needs Coordinator, children's services and other professionals as necessary, and ensure that all legal and statutory requirements are implemented, and provide reports as required.
14. Take an active role in marketing and advertising provision to include maintaining an active presence on social media to ensure occupancy targets are met.
15. Contribute to and implement all nursery policies and procedures.
16. Liaise closely with schools and other nurseries to support settled transitions.

PERSON SPECIFICATION

Essential education and qualifications

1. RQF Level 3 in Childcare and Education
2. RQF level 2 in English and Maths or ability to pass assessment at interview
3. Paediatric First Aid

Essential key skills, abilities, knowledge, experience, values and behaviours

4. Ability to plan and implement a pre-school curriculum, implement high health and safety standards
5. Supervision or line management experience, ability to organise the key worker system
6. Experience of budget, resource and staff planning and reporting
7. Ability to effectively market the setting to maximise occupancy levels and fee income, and maintain the nursery's financial stability
8. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences, work with parents and to encourage their involvement.
9. Able to converse at ease with customer and provide advice in accurate spoken English
10. Ability to maintain efficient record keeping systems
11. Ability to plan and organise a varied workload for self and others, working to short deadlines, able to respond proactively to unexpected problems and situations
12. Ability to establish positive relationships with children and promote a stimulating and secure environment for children
13. Working knowledge of the Children Act 1989 and current legislation
14. Understanding of child development and of children's needs
15. Understanding of Birth to Three Matters and the Foundation Stage curriculum
16. Experience of working in a childcare setting, including with children with special educational needs
17. A commitment to Equal Opportunities

18.A commitment to professional and personal development.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	Yes
Food handling	Yes
Exposure to blood /body fluids	Yes