



Trust Nursery Manager

Job Title:	Trust Nursery Manager
Reports to:	Director of Nurseries
Responsible for:	The development and daily management of the Nursery
<p>Main purpose of the post:</p> <ul style="list-style-type: none"> • Overall day to day management responsibility for the nursery • To ensure a high standard of learning, development and care for children aged 0-5 years, and to provide a safe, caring, and stimulating environment. • To manage the day-to-day activities of the nursery, ensuring compliance with all relevant regulations and guidelines. 	
<p>Employment Duties:</p> <p>This job description is to be carried out in accordance with agreed school policies and the provisions of the employee contract.</p>	
<p>Key Tasks and Activities:</p> <p>Ensure the efficient running of the nursery and the delivery of a high-quality service</p> <ul style="list-style-type: none"> •Ensure the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times. •Plan an appropriate play-based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress •Ensure the nursery meets Ofsted requirements at all times. •Manage, supervise, and support nursery staff. •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 •Conduct staff appraisals and supervisions as appropriate and identify staff training needs. •Ensure all records are properly maintained. •Liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children’s progress and encouraging parents’ involvement. •Work in partnership with senior management to update and review the self-evaluation and improvement plan. 	



Trust Nursery Manager

- Lead on nursery improvement and engage with regular coaching and monitoring of the provision.
- Actively promote the safety and welfare of children
- Deploy and manage staff to ensure exceptional provision for children
- Use data to inform teaching and learning, identify areas for intervention and provide feedback to children, staff and families.
- Lead training, coach and supervise staff team to ensure ongoing improvement.
- Ensure full occupancy by promoting the nursery and Trust in the wider community
- Oversee assessment of all children and lead moderation internally and attend external moderation to ensure accurate data.
- Keep abreast of legislation, guidelines, policies to ensure the Children’s Act and the Early Years Foundation Stage Welfare Requirements are met at all times.
- Develop and regularly review policies and procedures to ensure compliance with legislation and regulations.
- Oversee the purchase and maintenance of nursery equipment and resources within the allocated budget.
- Work alongside the administration and finance team to ensure that accurate financial records and financial procedures are adhered to, and income and expenditure is kept within budget.
- Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service.
- Ensure that appropriate records and administration systems are maintained to ensure confidentiality of information.
- Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience.
- To work in partnership with other feeder schools to ensure the smooth transition of children from the nursery to Reception Class.
- Ensure staff training and development plans are up to date and continued professional development is identified
- Act as an ambassador for the nursery and school and to maintain a positive image of its aims and objectives.
- To attend and participate in staff meetings and planning and development days.
- To provide a service that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> • As a member of Trust staff, to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the General Data Protection Regulation 2018 for the security,



Trust Nursery Manager

	accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> Any other duties as reasonably required by any manager of the school. Participating in the ongoing development, implementation and monitoring of the school development plan. Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> Being aware of and complying with policies and procedures relating to child protection reporting all concerns to an appropriate person.
Key Skills and Competencies: <ul style="list-style-type: none"> Empathy and understanding of children under five. Excellent verbal and communication skills with children and parents. Effective team leadership. Excellent organizational skills. Administrative and basic IT skills. Calm and caring nature. Ability to work as part of a team. Able to work on your own initiative. Excellent interpersonal, planning, and organisational skills. The ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

Agreed by: Date

This job description may be amended at any time after consultation with the post holder.

This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.

LEO Academy Trust is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff treat visitors, volunteers, contractors and former staff.



Trust Nursery Manager

Employees working in any role that requires them to communicate with pupils, parents, guardians, staff and / or members of the community, must be able to speak fluent English to enable the effective performance of the role and to ensure that they are able to abide by their safeguarding responsibilities.

LEO Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All employees of the Trust are deemed to be in regulated activity with children and as such, all offers of employment are subject to an Enhanced DBS check amongst other checks as appropriate.



Trust Nursery Manager

Person Specification

Be committed to safeguarding and promoting the welfare of all children and young people.

	Essential Criteria	Desirable Criteria
Training and Qualifications	Minimum Level 3 qualification in Children and Young People's Workforce or equivalent	Level 6 qualification
	Paediatric First Aid	
	Food Hygiene Certificate	
	GCSE grade 'C' or above in Maths and English	
	Up to date safeguarding training	
Knowledge and Skills	Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance	Deep knowledge and understanding of the EYFS statutory framework and child development
	Ability to write reports and keep clear and accurate records	Excellent organizational skills
	Knowledge and proven practical experience of implementing good quality learning opportunities	
	Knowledge of health and safety issues in a nursery	
	Ability to write reports and keep clear and accurate records	
	Good understanding of the importance of safeguarding and promoting the welfare of children	
	Good Understanding of The	



Trust Nursery Manager

	Essential Criteria	Desirable Criteria
	Children Act and Early Years Foundation Stage Welfare Requirements	
	Knowledge, understanding and commitment to equal opportunities	
Experience and Interests	A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role	Ability to co-ordinate in a specific specialist area e.g. SENCO
	Reliable, enthusiastic, and flexible	
	A commitment to quality in all areas, with a high level of motivation and enthusiasm	
	Ability to perform under stress	
	Genuine passion for and a belief in the potential of every child	