

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

JOB DESCRIPTION



Job Title:	Nursery Manager
Employer:	The School Governing Body
Responsible to:	The Headteacher
Line managed by:	The Headteacher

Main Purpose of Job:

To provide the highest quality of care and development opportunities for all children in the Nursery.

Responsibilities:

- Carry out the duties of a Nursery Manager (as detailed below)
- Ensure high standards of care, development, learning and behaviour;
- Maintain and develop the ethos, values and overall purposes of the Nursery
- Implement Nursery policies and procedures;
- Prepare for OFSTED inspections and address any recommendations made
- Ensure that all required standards, ratios and conditions of registration are maintained at all times
- Observe each child's progress by undertaking continuous assessment, to inform planning for progression and continuity
- Communicate politely, effectively and appropriately with all stakeholders.

Marketing and Admissions

To ensure optimum utilisation of nursery places by:

- Act on enquiries, arranging and hosting visits and 'settling in' days
- Organise and host visits and tours to potential parents and children, tailoring to the needs of the child and follow-up after each visit or tour.
- Lead Nursery visits
- Arrange 'settling in' days and inductions for potential children and follow-up after each action.
- Arranging offer letters and follow-up of offers in a timely manner.
- At all times, being pro-active in managing the portfolio of enquiries to maximise admissions and contribute to nursery school targets.
- Recording all actions for every stage of the admissions process on to Nursery in a box
- Completing reports/articles to share with different media; promoting achievements/ Stay and Play sessions in Nursery
- Liaise with the school's administrator and submit Government Early Years Free Entitlement Funding documents to the local authority with supporting parental information
- Organise and lead on the promotion of attendance at Open Days and Events encouraging prospective parents to attend.
- Lead the nursery staff during events to meet and greet parents and prospective parents.

Staff Management and Development

- Be involved in the appointment of nursery assistants and ensure all appropriate checks and references are obtained
- To manage the nursery staff, including appraisals, staff inductions and organise staff training needs, ensuring training is up to date, monitoring delivery through observations and giving feedback
- Contribute to the Nursery CPD programme in conjunction with the main school CPD programme
- Contribute to the implementation of the Performance Management policy including reviews of all nursery staff and their regular supervision

Operational responsibilities

- Be responsible for the day-to-day supervision of the Nursery;
- Managing attendance of children and maintaining accurate registers and ensure that children only leave the group with an authorised adult
- Maintaining child and parent/carer records such as emergency contact and health information
- Operate and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum;
- Plan and deliver individual and group work activities with the children.
- In consultation with the nursery team formulate, operate and evaluate a programme of activities, based on each child's individual development needs and following the Learning and Development requirements of the Early Years Foundation Stage (EYFS)
- Create a safe, stimulating and attractive environment for the children;
- Operate as a keyworker for individual children, managing an agreed number of children; Observe each child's progress and report on achievements and progress; Complete all assessment records as required;
- Liaise with external agencies when required;
- Ensure that all required standards, ratios and conditions of registration are maintained at all times in conjunction with the Headteacher
- Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development and responding to any queries
- Organise events, trips, parents meetings and open days as required and support links between home/school
- Using the setting's online Nursery portal (Nursery in a box) to input all relevant data and a variety of software packages to produce correspondence (such as newsletters) and documents (such as end of year reports) and spreadsheets (such as staff rotas)
- Ensuring updates are made to the website regularly and the Nursery's social media platforms
- Assist with the care, maintenance and security of all equipment and toys within the nursery
- Prepare for both internal and external inspections and address any recommendations made;
- Lead on specific areas of responsibility as agreed with the Headteacher.
- Participate in the planning, delivery and evaluation of Individual Education Plans (IEPs) and/or Individual Behaviour Plans (IBPs) and/or therapy programme (as appropriate) and provide regular feedback to the SENCo and contribute to regular reviews
- Be familiar with all emergency and security procedures e.g. fire procedures, routines for dropping off and collecting children

Strategic Direction and Development of the School

As part of the Leadership Team the Nursery Manager will assist the headteacher to:

- Develop a strategic view for Nursery and school improvement and the raising of standards in vulnerable pupil's attainment and progress.
- Analyse and plan for the Nursery and school's future needs and further improvements. Identifying and meeting priorities and targets within the local and national context, taking into account appropriate data.
- Lead by example inspiring and motivating the learning community.
- Play a leading role in formulating and implementing a positive learning ethos, nursery vision and aims, which secure effective learning and teaching in partnership with the staff team.
- Ensure that appropriate curriculum and intervention programmes are developed in accordance with the needs and abilities of all vulnerable groups taking into account the requirements of the Early Years Foundation Stage Renewed Framework.

- Monitor, evaluate and review school and nursery policies, procedures and practice and take action where necessary.

Designated Safeguarding Lead for Nursery

- To take lead responsibility for safeguarding and child protection in the Nursery
- To take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.
- To advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Duties and responsibilities

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
 - Support the school in meeting the requirements of the Prevent duty
 - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM
 - Report known cases of FGM to the police, and help others to do so

- Refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role
- Obtain access to relevant resources

Raise awareness

- Ensure the school's safeguarding and child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the Herefordshire Safeguarding Children Partnership (HSCP) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Monitor the single central record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The post holder may be required to do other duties appropriate to the level of the role.

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive.

The post holder may be required to undertake other duties of similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

Mandatory Duties

- **Safeguarding**

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

Health and Safety

- Personally responsible for the health, safety and welfare of all staff that may be affected by the post holder’s acts and/or omissions.

Equal Opportunities

- Personally responsible for equal opportunities awareness and ensuring that the post holder is aware of, and carries out, the provisions contained in the Equal Opportunities Policy.

This document is signed as having been negotiated, agreed and seen by the Nursery Manager and headteacher. It will be reviewed annually.

Signed.....
Nursery Manager

Date.....

Signed.....
Headteacher

Date.....