

St Barnabas Multi Academy Trust

Job Description

Title	Outdoor Nursery Lead
Salary grade	GRADE F £24,144 - £25,497
Responsible to;	Headteacher/EYFS Improvement Lead
Line Manager	Headteacher
Responsible for;	Providing a safe, stimulating environment, high quality care and education, fulfilling legal and statutory requirements; to organise and supervise staff on a daily basis; to develop, maintain and implement nursery policies.
Duties and Responsibilities	<p>To undertake the daily management of the nursery and ensure high standards are developed and maintained and to be familiar with the implementation of the Statutory Early Years Foundation Stage (EYFS) Framework.</p> <p>To develop and implement Early Years curriculum plans with assistance from senior teams.</p> <p>To take responsibility for drafting up the long term, medium term and sessional curriculum plans, which ensure that each child is working towards the early learning goals; to monitor the effectiveness of the EYFS curriculum.</p> <p>To be responsible for providing a high quality of teaching, ensuring that staff are properly deployed and offer appropriate support for the children within the nursery setting, including referrals to external agencies where necessary.</p> <p>To be responsible for implementing systems of observation and record keeping so that children's attainment and progress is effectively and regularly assessed; to monitor the effectiveness of assessment procedures.</p> <p>To organise the 'key worker' system, to participate in staff appraisals, identify in-service training needs.</p> <p>To manage all aspects of the nursery's administrative systems, including the setting's electronic management software. To maintain pupil records appropriately ensuring confidentiality with such records.</p> <p>To ensure that all records are properly maintained e.g. the daily registers, accident book and the first aid incident book.</p> <p>To be responsible for the Nursery's equipment and consumables. To place order requisitions (in line with school procedures) as necessary so as to ensure resources are replenished as necessary and in accordance with the agreed levels.</p> <p>To liaise closely with the parents/carers informing them about the nursery and its EYFS curriculum, exchanging information about children's progress and encouraging parent's involvement, both in written and verbal form.</p> <p>To liaise with Senior Leadership, social services and other professionals as necessary and ensure that all statutory requirements are implemented; to provide reports as required.</p> <p>To develop, maintain and implement nursery policies and procedures.</p> <p>To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of</p>

	<p>children and to raise any concerns relating to such procedures which may be noted during the course of duty.</p> <p>To be aware of and adhere to other applicable rules, regulations, legislation and procedures e.g. Equal Opportunities Policy/Code of Conduct and national legislation (Health and Safety, Data Protection).</p> <p>To maintain confidentiality of information acquired in the course of undertaking duties for the School.</p> <p>To be responsible for your own continuing self-development, undertaking training as appropriate.</p> <p>To undertake other duties appropriate to the grading of the post as required.</p>	
	Essential	Desirable
Relevant Experience	<p>3 years experience of working in a pre-school or nursery setting.</p> <p>Sound understanding of children's needs.</p> <p>Ability to plan and implement the EYFS curriculum.</p>	<p>Experience from within a pre-school or nursery environment.</p> <p>Pre-School or Nursery management experience</p>
Education and Training	<p>Level 3 Early Years Educator Qualification as approved by the Department of Education. An approved qualification is defined by the Department for Education as meeting the criteria set out in the Early Years Qualification Requirements and Standards document. Approved qualifications will be published on the Early Years Qualifications List published on GOV.UK 24</p> <p>A suitable level 2 qualification in English and Maths</p>	
Knowledge and Skills	<p>Ability to lead and work with a team of adults.</p> <p>Ability to work with parents and encourage their involvement.</p> <p>Knowledge of pre-school/nursery funding.</p>	<p>Knowledge of the school's administrative and financial accounting systems, manual and computerised.</p> <p>Knowledge of book-keeping & maintaining accounts.</p>

	Good organisational skills.	Knowledge of electronic display & presentation formats.
Personal Qualities	<p>Self-motivated & enthusiastic. Professional, tactful & sensitive.</p> <p>Flexible approach to work.</p> <p>Discreet & confidential.</p> <p>Comfortable with children and young people.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Be a lover of the outdoors and be prepared to get wet!</p>	