

Job Description

Hours: 33.75 hours per week.

Weeks: 39 weeks per annum.

Annual Leave: Taken outside of term time and paid pro-rata throughout the year.

No annual leave to be taken during term time.

Salary: SC-4. NJC points 10-13

Benefits: Local Government Pension Scheme.

Location: Based at St Peter's CofE Primary School, Plymouth

Hours of Duty: Decided in agreement with the line manager and confirmed annually (minimum). Some occasional evening work may be required to meet the training demands of the role. This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

Line Management

1. Direct Line Manager: Headteacher
2. Day to day: Foundation stage unit Leader
3. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities

Key Purpose and Level of the Role

- Ensure the effective daily management of the nursery in accordance with policies, all Local Authority and OFSTED regulations and any other relevant legislation
- Ensure the safety, security and well-being of all children attending the nursery
- Be responsible for training, appraisals of all setting staff, students and volunteers
- Monitor and ensure all agreed quality and safety standards are maintained in the nursery at all times

Where reference is given to 'pupils', this may include those with special/additional needs. The role promotes the inclusion and acceptance of all pupils, ensuring all have equal opportunities to learn and develop.

Key Roles and Responsibilities

Curriculum

- Working with nursery staff and the Foundation class teacher, formulate long, medium and short term sessional curriculum plans, which take into account the Early Years Foundation Stage
- Liaise with Foundation Lead, OFSTED, and other professionals and ensure all legal and statutory requirements are implemented and if necessary, provide reports as required
- Maintain accurate and up-to-date records for all children including attendance registers, nappy changes, food eaten, medical and health issues
- Implement systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed

Nursery Management

- Review and monitor occupancy levels to ensure they are maintained to maximum capacity, pro-actively marketing the nursery to meet these objectives
- Establish, develop and maintain professional working relationships with the staff as well as all external agencies including OFSTED and Plymouth Early Years
- Ensure that required standards, ratios and conditions of registration are maintained at all times

- Ensure the nursery is a safe environment for children, staff and others, and that equipment is safe, standards of hygiene are high, and fire and safety procedures are implemented at all times
- Liaise with all parents/carers, informing them of policies, arrange and attend open days and regular parents' meetings
- Ensure all Child Protection/Safeguarding cases in the nursery are acted on immediately and appropriately and are shared with the Safeguarding Lead
- Ensure policies are updated as and when necessary and are read and adhered to by all staff
- Organise weekly staff meetings and arrange appropriate training sessions as required to meet individual staff needs
- Ensure Early Years funding forms, Parent declarations and Milk refund forms are completed accurately and returned to appropriate agencies on time

General

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings
- Establish constructive relationships and communicate with other professionals, in liaison with the teacher, to support achievement and progress of pupils
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes during paid hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required supervising a group

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Diocese of Exeter, or in one of our other academies, subject to notification and acceptance by the post holder. Travel is paid if this is required.

Acceptance of this Job Description

On behalf of St Christopher's C of E (Primary) Trust:	On behalf of the Employee:
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: