



Nursery Manager

Hours: Full time: 8am – 4.30pm, Monday – Friday

Job purpose

To be responsible for the day to day management of the Nursery. Reporting direct to the Head of Junior Prep.

Main responsibilities:

- To deliver and ensure a high standard of learning, development and care for children aged 2 years 9 months -4 years.
- To manage the day to day activities of the setting.
- To ensure that the Nursery is a safe environment for children, staff and others.
- To develop partnerships with parents to increase involvement in their child's development.
- To manage other staff within the Nursery.

Main activities:

- Overall day to day management responsibility for the nursery
- To be responsible for the efficient running of the nursery and overall delivery of a high quality service
- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- To ensure that the nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the nursery meets ISI requirements at all times
- To manage, supervise and support the nursery staff
- To undertake and assign designated officer roles
- To work with other professionals in the local area for the benefit of children and families

- To ensure all staff understand and work to nursery policies and procedures, including how to deal with safeguarding 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
- To organise and participate in the key person system
- To conduct staff CPD and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the company
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement
- To work in partnership with senior management to update and review the self-evaluation and improvement plan
- To attend departmental/whole school staff meetings and INSET
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives

Additional duties

Performing any other duties as reasonably requested by the Head/Head of Junior Prep.

The rhythms of the school year and the life of a busy school, mean that there may be occasions when the Nursery Manager may need to work beyond their contracted hours.

This job description may be reviewed and amended at any time after consultation with you.

Nursery Manager's signature:	Head of Junior Prep's Signature:
Date:	Date:

Person Specification for Nursery Manager

Factors	Essential Criteria	Desirable Criteria
Education & Qualifications	Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.	Food Hygiene Certificate
Experience/ Knowledge	<p>Paediatric First Aid</p> <p>A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role.</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current ISI statutory guidance.</p>	Ability to co-ordinate in a specific specialist area e.g. SENCO.
Skills & Attributes	<p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p> <p>Empathy and understanding of children under five.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Ability to write reports and keep clear and accurate records.</p> <p>Effective team leadership.</p> <p>Excellent organizational skills</p> <p>Administrative and basic IT skills</p> <p>Calm and caring nature</p> <p>Ability to work as part of a team</p> <p>Able to work on own initiative</p>	
Personal Qualities	Reliable, enthusiastic, and flexible	