



JOB DESCRIPTION

Section 1: General Information

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| Position Title | Nursery Manager | Section/Department | Academic |
| Reports To | Head | Date of Review | February 2025 |
| Location/Site | Sunninghill Prep School | Employment Status | Full Time, Permanent |

Section 2: Job Description

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| Position Purpose | To deliver and ensure a high standard of learning, development and care for children aged 0-5 years. To manage the day to day activities of the setting. To ensure that the preschool nursery is a safe environment for children, staff and others. To developing partnerships with parents/carers to increase involvement in their child's development. To manage other staff within the preschool nursery. To be responsible for any tasks delegated by the Director |
| Key Responsibilities | <ul style="list-style-type: none"> • Overall day to day management responsibility for the preschool nursery • To be responsible for the efficient running of the preschool nursery and overall delivery of a high-quality service. • To ensure that the preschool nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, always • To ensure that the preschool nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress • To ensure the preschool nursery always meets Ofsted requirements • To manage, supervise and support the preschool 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 preschool 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 |



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| | <ul style="list-style-type: none">• To organise and participate in the key person system• To conduct staff appraisals 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 undertake any other reasonable duties as directed, in accordance with the preschool aims and objectives |
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| Section 3: Person Specification | | |
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| KEY CRITERIA | ESSENTIAL | DESIRABLE |
| Qualifications | <ul style="list-style-type: none"> Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent. Paediatric First Aid | <ul style="list-style-type: none"> Food Hygiene Certificate |
| Experience | <ul style="list-style-type: none"> A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role. Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance. Knowledge and proven practical experience of implementing good quality learning opportunities | <ul style="list-style-type: none"> Ability to co-ordinate in a specific specialist area e.g. SENCO. |
| Knowledge | <ul style="list-style-type: none"> A knowledge and understanding of room organisation, learning strategies, setting up and managing a free flow environment EYFS welfare, learning and development requirements; Planning for learning in the EYFS and the ability to lead planning The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection The positive links necessary within the Nursery and with all its stakeholders | <ul style="list-style-type: none"> A knowledge and understanding of the use of a range of media to teach and assess children's progress. |



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| | <ul style="list-style-type: none"> • The use of ICT to effectively support the teaching and learning and to monitor children's progress | |
| Skills and Abilities | <ul style="list-style-type: none"> • Empathy and understanding of children under five. • Excellent verbal and communication skills with children and parents. • Ability to write reports and keep clear and accurate records. 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 own initiative | <ul style="list-style-type: none"> • Reliable, enthusiastic, and flexible • A commitment to quality in all areas, with a high level of motivation and enthusiasm. • Able to perform under stress. • A creative thinker • A good sense of humour |
| Work-related Personal Qualities | <ul style="list-style-type: none"> • Be an effective team player that works collaboratively and effectively with others • Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences • Support, motivate and inspire both colleagues and pupils by leading through example • Suitability to work with children • Confidence, warmth, sensitivity, reliability and enthusiasm | |
| Equal Opportunities and Commitment | <p>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin</p> <p>Demonstrate a commitment to:</p> <ul style="list-style-type: none"> • safeguarding and child protection • equalities • promoting the school's vision, values and ethos • high quality, stimulating learning environment • relating positively to and showing respect for all members of the school and wider community • ongoing relevant professional self-development | |



The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: _____

(Please print)

Employee Signature: _____ Date: _____

Line Manager Name: _____

(Please print)

Line Manager Signature: _____ Date: _____