



Nursery Manager — Sutton Courtenay CofE Primary School

Location: Sutton Courtenay CofE Primary (URN 146941)

Salary: Grade 9 (exact range to be confirmed)

Contract: Permanent

Hours: 35 hours per week, term-time + INSET days

Reporting to: Headteacher / SLT (EYFS Lead)

About the School

Sutton Courtenay CofE Primary is a small, community-focused school rooted in the values

Ready Respect Responsible

Our nursery is an integral part of our Early Years provision. We are committed to providing an inclusive, nurturing and ambitious environment where every child thrives academically, socially and spiritually.

Role Purpose

The Nursery Manager will lead, manage and deliver a high-quality Early Years provision for children aged 3–4, ensuring a safe, inclusive and stimulating environment. The role combines strategic leadership with hands-on practice, ensuring excellent teaching, strong safeguarding culture and effective day-to-day operations.

The post holder will uphold the school's Christian ethos and embed the core pillars of Inclusion, Compassion and Ambition in all aspects of nursery provision.

Core Responsibilities

1. Leadership, Curriculum & Teaching

- Lead the planning and delivery of an ambitious, well-sequenced EYFS curriculum in line with the EYFS 2024 framework and school expectations
- Ensure high-quality teaching through play, adult interaction and language-rich practice
- Monitor and use assessment effectively to inform teaching and track progress
- Act as a key person, ensuring secure attachments and accurate learning records
- Promote early language, phonics readiness, numeracy and personal development

2. Inclusion & SEND

- Ensure inclusive practice so all children, including SEND, EAL and disadvantaged pupils, access the curriculum
- Work closely with the SENCo on early identification, provision and referrals
- Implement reasonable adjustments and tailored support plans
- Ensure all children make strong progress from their starting points

3. Safeguarding, Welfare & Health & Safety

- Promote a strong safeguarding culture in line with KCSIE 2025 and school policies
- Record and report concerns using systems such as CPOMS
- Maintain safe, clean and well-organised environments, including risk assessments
- Ensure compliance with staffing ratios, welfare requirements and statutory guidance
- Administer first aid and medication as required

4. Behaviour & Pastoral Care

- Promote positive behaviour using relational and restorative approaches
- Support children's emotional wellbeing, independence and self-regulation
- Provide nurturing care, particularly during transitions, separation or distress
- Model and embed the school's Christian values

5. Staff Leadership & Team Development

- Lead, deploy and support nursery staff to maximise impact
- Provide induction, coaching, appraisal and ongoing professional development
- Promote consistent teaching, safeguarding and inclusive practice across the team
- Contribute to staff meetings, moderation and reflective practice

6. Partnership with Parents & Community

- Build strong, trusting relationships with families
- Share children's progress, wellbeing and next steps regularly
- Support transitions into Reception
- Lead or contribute to workshops, stay-and-play sessions and events
- Promote the nursery to the local community

7. Operations & Environment

- Oversee daily organisation of the nursery, including resources and learning spaces
- Ensure stimulating indoor and outdoor provision
- Support snack preparation, hygiene routines and organisation of materials
- Maintain required records, admissions information and compliance documentation
- Contribute to basic budget awareness and resource planning

8. Quality Assurance & Accountability

- Monitor provision and outcomes, reporting to SLT and governors
- Lead self-evaluation and improvement planning
- Ensure consistent assessment and measurable progress for all pupils

Person Specification

Essential Qualifications & Training

- Full and relevant Level 3 Early Years qualification (or above)
- Strong knowledge of EYFS 2024 and Ofsted expectations
- Safeguarding and Paediatric First Aid (or willingness to complete)
- Food hygiene (or willingness to complete)

Essential Experience

- Experience working with 3–4-year-olds in an early years or school setting
- Experience planning and delivering learning through play
- Experience observing, assessing and tracking children's development

- Experience supporting children with SEND

Skills & Knowledge

- Strong understanding of early years pedagogy and child development
- Excellent communication and interpersonal skills
- Ability to lead and work collaboratively within a team
- Knowledge of safeguarding procedures and professional responsibilities
- Ability to create inclusive, engaging learning environments

Personal Qualities

- Warm, nurturing and child-centred
- Reflective and committed to continuous improvement
- Organised, proactive and reliable
- Inclusive and respectful of diversity
- Committed to upholding the school's Christian ethos

Success Measures (First 12 Months)

- A consistently delivered, high-quality EYFS curriculum
- Improved outcomes in language, communication and phonics readiness
- Strong progress for children with SEND due to effective provision
- Positive parental engagement and feedback
- Confident, well-supported staff team

Safeguarding Statement

Sutton Courtenay CofE Primary is committed to safeguarding and promoting the welfare of children. All appointments are subject to enhanced DBS and pre-employment checks.

Person Specification

Criteria	Essential or Desirable	Application or interview
Qualification/Training		
Level 3 Early Years Educator Qualification (full or relevant)	E	A
Knowledge of the EYFS 2024 and Ofsted requirements	E	A/I
Paediatric First Aid (or willing to complete within 3 months)	E	A
Safeguarding training (or willingness to complete on appointment)	E	A
Food hygiene Level 2 (or willingness to complete)	D	A
Essential Experience		
Experience working with 3-4 year olds in an early year or school setting.	E	A
Experience supporting learning through play and child-initiated exploration.	E	A/I
Experience observing, assessing and recording children's development.	E	A/I
Experience supporting children with SEND or additional needs.	E	A/I
Aptitudes/Skills		
Strong communication skills with children, families and colleagues.	E	I
Ability to plan and deliver engaging, developmentally appropriate activities.	E	I
Ability to work independently and as part of a team.	D	A/I
Understanding of safeguarding, confidentiality and professional boundaries.	E	A/I
Ability to manage behaviour positively and sensitively.	E	A/I
Ability to create inclusive, stimulating learning environments indoors and outdoors.	E	A
Personal Qualities		
Warm, nurturing and child-centered.	E	I
Reflective, proactive and committed to continuous improvement.	E	I
Reliable, organised and able to use initiative.	E	A/I
Respectful of diversity and committed to equality of opportunity.	E	A/I
Able to uphold the Christian ethos of the school.	E	A/I