



JOB DESCRIPTION

Role Title	Reports to
Deputy Manager – Nursery & Pre-School	Head of School

PURPOSE

- To support the Nursery Manager in the effective day-to-day running of the nursery and pre-school, deputising in their absence.
- To take a lead role in the delivery and coordination of high-quality early years education and care.
- To oversee the health and safety requirements and practises in the nursery and pre-school.
- To contribute to the operational leadership and smooth running of the nursery and pre-school as a whole, ensuring high standards of care, safeguarding and compliance with statutory requirements.
- To support staff, children and families in creating a nurturing, inclusive and safe environment where all children thrive.
- To oversee training records and ensure all statutory staff training is up-to-date.
- To support Room Leaders in the effective running of their rooms.

DIMENSIONS

Direct Reports	Budget Responsibility
As required	None

PRINCIPAL ACCOUNTABILITIES

- Deputise for the Nursery Manager in their absence
- Work alongside the Nursery Manager and Nursery Administrator to coordinate staffing, rotas and daily organisation
- Build strong working relationships with families, providing regular communication and updates on students well-being and development.
- Work with the wider school team to uphold shared values and expectations.
- Support the implementation of safeguarding and health and safety procedures throughout the nursery and pre-school
- Assist with preparing for OFSTED inspections
- Maintain accurate and up-to-date records in line with statutory requirements and internal standards linked to training, monitoring and health and safety.
- Contribute to the professional development of team members within the nursery and pre-school settings.
- Promote a positive, inclusive and reflective culture with a shared focus on child-centred practice.

- Support the school SENDCo with the SEND needs of nursery and pre-school children.
- Provide mentorship to Room Leaders to ensure effective practice.

PERSON SPECIFICATION

Qualifications/Education/Training	<ul style="list-style-type: none"> • Minimum Level 3 Qualification in Early Years Education or equivalent (Essential) • Safeguarding and child protection training (Essential) • Paediatric First Aid Qualification (Desirable) • Leadership and management qualification (Desirable)
Knowledge/Experience	<ul style="list-style-type: none"> • Experience in a senior or supervisory role in an Early Years setting (Essential) • Strong understanding of the EYFS statutory framework and OFSTED requirements (Essential) • Strong understanding of safeguarding, health and safety and inclusion practices within an Early Years setting (Essential) • Familiarity with planning and managing extended hours provision (Desirable)
Technical/Business Skills/Ability	<ul style="list-style-type: none"> • Strong leadership and communication skills • Ability to work collaboratively with other professionals • Effective time management and organisational skills • Confident IT user, able to manage records and administrative tasks using relevant systems
Particular Aptitude/Personal Skills Required	<ul style="list-style-type: none"> • A warm, nurturing and enthusiastic approach • Ability to work on own initiative, problem-solve and remain calm under pressure • A commitment to inclusion, safeguarding and promoting the welfare of all children • Passionate about delivering the highest standards of early years education and care • Approachable and reflective, with a continuous drive for improvement • Able to develop positive working relationships with children, staff, parents and external partners

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: