

Job details

Job title: Nursery Manager

Base Setting: Blackfield Primary School and Nursery

Salary: Grade E1 – E5

Hours: 37.5 hours per week

Contract type: Permanent

Reporting to: Early Years Phase Leader

Main purpose

The Nursery Manager will:

- Be responsible for the day-to-day management, staffing, organisation and smooth running of the Nursery, ensuring that the best possible environment and care is provided to all pupils
- To always be responsible for high standards of care and education of children in accordance with statutory requirements. To look at every aspect of school life through a safeguarding lens, including full compliance with Keeping Children Safe in Education
- To develop and maintain good relationships and communication with parents/carers to facilitate meeting the needs of each child, including organising meetings to update and involve parent/carers in their child's learning
- To ensure that the Nursery is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high and safety procedures are always implemented
- To actively promote the nursery to ensure that vacant places are filled and to be responsible for optimised occupancy levels.

Duties and responsibilities

Managing the Nursery

- To ensure the EYFS is promoted, delivered within the setting and the principles adhered to and to ensure the Nursery is compliant with the EYFS regulations.
- To assist in the responsibility of drawing up the long term, medium term and weekly curriculum plans, which ensure that each child is working towards early learning outcomes; to help monitor the effectiveness of the Early Years curriculum.
- To ensure that accurate and up-to-date record keeping systems are in place e.g register, children's records of progress and any behavioural and development reports, any safeguarding issues, health and safety issues, notes taken at staff supervision meetings, details of targets set and of any performance concerns discussed.
- To be responsible for admissions in line with the admissions policy.
- To be accountable and responsible for the administration of funding forms; including adding new children's forms.

- To order and maintain equipment and resources in the nursery.
- To contribute to the strategic planning, monitoring, evaluation, and development of the nursery.
- To take responsibility for ensuring that relevant school policies and procedures including safeguarding and health and safety are fully implemented.

Pupils and their setting

- To ensure all aspects of the EYFS curriculum are planned & delivered and to be responsible for providing a high quality of education and learning, ensuring that staff are properly deployed, and to offer appropriate stimulation and support to the children attending the setting.
- To work creatively with children within the EY framework, to provide an enabling learning environment for all children.
- To lead the planning of safe, creative and appropriate opportunities according to children's needs and interests to fulfil the requirements of the EYFS.
- To be responsible for implementing systems of observation and record keeping so that children's attainment and progress are effectively and regularly assessed; to monitor the effectiveness of assessment procedures.
- To be responsible for new admissions including organising 'settling in' and home visits.
- To be responsible for overseeing first aid, when required, and maintaining appropriate records of first aid given.

Other areas of responsibility

Safeguarding

- Promote and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary
- Safeguard and promote the welfare of children and young people and follow school policies, including the staff code of conduct

Health, safety, and discipline

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively and in accordance with the school's policy, to ensure a good and safe learning environment

Professional development

- Engage fully in our Trust's professional growth process to fulfil potential and be able to participate effectively in the implementation of our Big Moves
- Take part in further training and development, including coaching, to improve own knowledge and skills. You will participate in in events and less formal networking and support opportunities at and with other Inspire Learning Partnership schools
- Where appropriate, take part in the appraisal and professional development of others

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Management of staff and resources

- Direct and supervise staff assigned to them, to ensure that all pupils make good progress
- Contribute to the recruitment and professional development of others
- Deploy resources delegated to them

Other duties:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

This job description may be amended at any time in consultation with the postholder.

Inspire Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We ensure that all our employment practices reflect this commitment.

Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> ➤ Proven ability to lead and manage a team of adults to deliver high standards and results. ➤ A minimum of 2 years recent experience, working in a Preschool /Nursery setting, ideally already in a senior practitioner or room leader role. ➤ Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent. ➤ Must hold a Level 2 Mathematics qualification and English Level 2, and have evidence of this ➤ Must have Paediatric First Aid training, in date have evidence of this.
Skills and knowledge	<ul style="list-style-type: none"> ➤ 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. ➤ Extensive knowledge of Safeguarding issues ➤ Excellent verbal and communication skills with children and parents. ➤ Demonstrable evidence of establishing positive relationships with children ➤ Ability to write reports and keep clear and accurate records. ➤ Effective team leadership. ➤ Excellent organisational skills ➤ Administrative and basic IT skills

Personal qualities	<ul style="list-style-type: none">➤ Calm and caring nature➤ Ability to work as part of a team➤ Able to work on own initiative➤ A commitment to continuously promoting a culture of safeguarding.➤ A commitment to equal opportunities and an understanding of equality and diversity issues.➤ A commitment to maintaining confidentiality at all times
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Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: November 2025

Next review date: November 2026

Principal's signature:

Date:

Postholder's signature:

Date:
