

Job Description – Nursery Manager

Details of the Job

Job Title: Nursery Manager

Reporting to: Head of Prep, Headmistress

This Post requires satisfactory DBS

Purpose of post

Purpose of Post

- To work with the Head of Prep School, Headmistress and Bellevue to ensure a high standard of physical, emotional, social and intellectual education and care for children placed in the Nursery.
- To be responsible for the smooth, effective and compliant day-to-day management of the Nursery, including education, care, admissions, funding, administration and parental engagement.
- To lead on administrative, admissions and funding processes, and to support all other personnel within the Nursery to ensure the setting has a strong, reliable and consistent team working to their full potential.
- To act as a key link between parents, Senior Leadership Team (SLT), Local Authority and external agencies.

Key Areas

- High Standards of Care and Education of the Children
- Leadership, Staff Support and Professional Development
- Admissions, Funding and Parental Administration
- Communication, Organisation, Observation and Compliance
- Administration, Finance and Marketing

Responsibility / Duties

Main Duties - Administration, Admissions & Finance

- To be responsible for all administrative duties associated with the management of the Nursery, including maintaining records on children and families, MIS data, parental administration systems and statutory documentation.
- To support with the Marketing and Admissions Director in admissions processes, including responding to enquiries, organising and delivering nursery tours, supporting enrolment decisions and working closely with parents from first enquiry through to a confident and welcoming start. This includes overseeing and contributing to marketing materials, events and activities designed to promote the Nursery, increase occupancy and support enrolment, in collaboration with the Marketing and Admissions Director and the Headmistress.
- To provide clear information to parents regarding admissions, funding, fees, policies and practices.
- To manage and submit Early Years funding claims, ensuring accurate processing, compliance with Local Authority requirements and up-to-date knowledge of funding guidance and changes.

- To liaise with the School Business Manager regarding funding, fees, billing information, hours, additional sessions and start dates.
- To manage the Nursery budget and financial planning, making requests and providing reports to the Headmistress and School Business Manager as required.

Staff Management and Development

- To lead, manage and inspire the Nursery staff team, ensuring effective supervision, deployment and support in day-to-day duties.
- To oversee recruitment processes for Nursery staff, including shortlisting, interviews, induction and compliance checks, in line with safer recruitment practices.
- To ensure appropriate staff cover during recruitment periods, absences and periods of change.
- To coordinate and chair Nursery staff meetings when necessary, including setting agendas and taking minutes, training
- To maintain staff ratios at all times and ensure effective deployment of staff.
- To provide ongoing training, coaching and professional development to staff, promoting best practice in childcare, safeguarding and education.
- To complete staff supervisions, appraisals and performance monitoring, record keeping against agreed job descriptions and standards.
- To liaise with the Headmistress to ensure correct staffing for whole school events, open days, tours, inspections and planned absences.
- To establish and maintain strong professional relationships with colleagues across Bellevue nurseries, attending Head Office meetings
- To provide all absences, staff changes updates to Finance Lead

Safeguarding

To ensure all children are safe and ensure that staff are confident in dealing with any incidents

- To act as the Designated Safeguarding Lead (DSL) for the Nursery.
- Report any concerns or disclosures to the Safeguarding Team.
- Ensure comprehensive training for new staff to ensure they are confident in all safeguarding policies and procedures
- Ensure risk assessments and daily checks are completed
- To report concerns or disclosures in line with School safeguarding procedures, risk assessments to the Safeguarding Team
- To ensure risk assessments, daily checks and safeguarding records are completed and maintained accurately.

Health and Safety

- Be aware of and act in accordance with all relevant current legislation and ensure that all policies and procedures are implemented and adhered to at all times.
- To monitor the condition of the facility, environment and equipment, organising maintenance, repairs and replacement of items as required in consultation with Site Manager and business Manager.
- To oversee cleanliness, hygiene and safe food practices to the highest standard.
- To liaise with the school First Aid Lead to ensure medical records are accurate and procedures followed.
- To ensure medicines are administered in line with School policy and records are maintained.

Curriculum Development/Childcare Practice

- To achieve and maintain high standards of care and education of the children with regard to their physical, emotional and intellectual needs.
- To plan and prepare activities to develop all aspects of the child's individual development in a stimulating atmosphere in accordance with the Early Years Foundation Stage and additional enrichment curriculum, ensuring individual records of all children's educational developmental progress are kept, based on day-to-day observations.
- To work with the catering team, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.
- To ensure all staff involved in preparing and serving food are following Health and Safety guidelines.
- To monitor and evaluate the effectiveness of the curriculum provided and identify areas for development in consultation with the Head.
- To ensure the implementation of the Special Educational Needs Code of Practice and liaise with the school SENCo in all matters relating to children with special educational needs.

Record Keeping & MIS Administration

- To collect and maintain accurate statistical and personal records relating to children and families at the Nursery, providing regular reports to the Head of Pre-Prep/Headmistress and other relevant parties.
- To ensure MIS and parental administration systems are kept up to date, accurate and compliant.
- To provide regular reports to the Head of Pre-Prep, Headmistress and relevant external bodies.
- To ensure timely completion of progress tracking, learning journeys and written reports.

Parent Involvement

- To ensure high-quality communication with parents and carers.
- To update parents and carers regularly on their child's progress, development and behaviour, information sessions, PTC, Open classroom etc.
- To manage parental enquiries relating to enrolment, funding, payments, policies and daily practice.
- To maintain an effective system for managing, recording and resolving parental concerns or complaints.
- To support families throughout admissions, transitions and funding processes providing an excellent customer service experience.

Outside Agencies & Compliance

- To liaise with the Local Authority, ISI, Ofsted and other relevant professional bodies.
- To prepare the Nursery for inspections, including Ofsted and ISI, and to implement recommendations following inspections.
- To attend network meetings and maintain effective working relationships with external agencies.

General

- To liaise closely with the Headmistress on a day-to-day basis.
- To support the Head of Pre-Prep with:
- preparation and updating of the SEF and School Improvement Plan;

- ensuring maximum occupancy;
- appraisal processes for Nursery staff;
- recording and communicating parental concerns.
- To undertake any other duties commensurate with the role, as reasonably requested.
- To maintain confidentiality at all times.

Benefits

- Lunch & on-site parking
- In-house training
- Contributory pension scheme
- Staff socials and more

With a career at The Webber Independent School you get to nurture and encourage the creativity and development of children, with no two days ever being the same. We aim to help staff grow too, so we will help you make the most of your talents, skills and passions.

The Manager of the Nursery may be required to undertake other such duties from time to time as may reasonably be required by the Headmistress. The duties may be subject to change as the Nursery develops and any changes to the role will be through consultation between Bellevue, the Headmistress and the post holder.

The Webber Independent School is an Independent ISI day school for children aged between 6 months and 16 years and is committed to safeguarding and promoting the welfare of children. All staff are expected to share and support this commitment, and applicants must be willing to undergo child protection screening appropriate with the post, including checks with past employers and the Disclosure and Barring Service.