

Batley Multi Academy Trust - Job Description

Trust/School Post:	Manorfield Infant and Nursery School
Department:	Early Years Foundation Stage
Post:	Nursery Manager
Grade:	Grade 10
Accountable to:	Headteacher
Responsible for:	Nursery Officers
Purpose of Job	
<p>Provide effective day-to-day leadership and management of the nursery, ensuring the highest standards of early years provision. The post holder will actively support and promote the nursery's policies, ethos and vision, fostering a culture of high achievement for all children. Working closely with the Headteacher and the wider leadership team, the role will contribute to the formulation and promotion of the nursery's aims and objectives, drive continuous improvement in practice, and support the professional development of staff.</p>	
Responsibilities	
<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Lead the day-to-day management of the nursery, ensuring high standards of care, learning, development and wellbeing for all children. • Responsible for planning with the EY Lead overseeing this, delivery and continuous development of a broad, balanced and ambitious EYFS curriculum, including the 2-year-old provision. • Monitor children's progress, development and welfare, ensuring accurate assessment, high-quality reporting and timely intervention, including for children with SEND. • Oversee and review Individual Education Plans (IEPs), Early Support programmes and inclusive provision in partnership with the SENDCo and external professionals. • Lead, support and develop nursery staff, trainees and students through coaching, supervision and professional development. • Build strong partnerships with parents, carers and outside agencies, providing professional advice and support to promote positive outcomes for children. 	

- Promote good attendance and punctuality, working in partnership with families and the wider school team to support positive routines, remove barriers and improve outcomes for children.
- Lead admissions, settling-in and transition arrangements, ensuring children and families are fully supported at each stage.
- Ensure safeguarding, child protection, health and safety, medication procedures and welfare requirements are consistently implemented and monitored.
- Oversee accident reporting, risk assessments, educational visits and emergency procedures to maintain a safe and compliant environment.
- Manage staffing, deployment, ratios, resources and budgets effectively to ensure high-quality and sustainable nursery provision.
- Maintain accurate records and ensure compliance with statutory guidance, data protection legislation and school policies.
- Promote positive mental health and wellbeing for children, families and staff, contributing to a supportive and inclusive culture.
- Contribute to the strategic development and continuous improvement of the nursery in line with the school's vision and priorities.
- Undertake any other duties commensurate with the post as directed by the Headteacher.
- Organise and participate in interesting and appropriate educational visits for children and families, observing health and safety policies and making risk assessments.
- Take responsibility for a group of children during emergency evacuations or drills, and trips and visits to enrich the curriculum experience for children.
- Assist the Leadership Team in providing professional support to parents/carers and outside agencies on issues relating to child protection.

Additional Information

- Undertake any such duties commensurate with the post as directed by the Headteacher/Line Manager.
- As part of the wider duties and responsibilities, the post holder is expected to promote and actively support the school's responsibilities towards safeguarding.
- A strong knowledge and understanding of the Data Protection Act 2018 and a willingness and commitment to ensure compliance of this and any associated data-related legislation.
- Develop and maintain an awareness of mental health issues affecting both colleagues and learners and act in a supportive way that helps others and enables them to be open about any issues affecting them.

Batley Multi Academy Trust - Employee Specification

Post: Nursery Manager	Grade: 10
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Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

Qualifications, Skills, Experience	Essential/ Desirable	Method of assessment
Minimum of GCSE English and Maths Grade 4 – 9 (A* – C), or equivalent.	Essential	Application/ Certificates
Other relevant qualifications e.g. Accredited HLTA/NVQ 4 or above in a relevant qualification, or equivalent or educated to degree level. (to check if your qualification is relevant for this position please go to: https://www.gov.uk/guidance/early-years-qualifications-finder)	Essential	Application/ Certificates
Experience of working in an EYFS setting	Essential	Application/ Selection Process
A sound knowledge of the EYFS curriculum.	Essential	Application/ Selection Process
Experience of multi-agency working.	Desirable	Application/ Selection Process
Able to demonstrate leadership and line management skills.	Essential	Application/ Selection Process

Performance Attributes <i>Please note, all the following criteria are essential</i>	Method of assessment
Strong literacy and numeracy skills to be able to produce a variety of documentation.	Selection Process
Strong IT skills.	Selection Process
Effectively communicates and exchanges orally or in writing varied information to inform others, including colleagues, learners, parents/carers and members of the public.	Selection Process
Makes an active contribution to working flexibly with	Selection Process

colleagues within and across the teams and supports others to achieve shared goals.	
Organises own workload with minimum supervision and prioritises to meet deadlines and meet the needs of the learners and the school.	Selection Process
Consistently performs to the best of their ability in accordance with the school's/ Trust's policies and procedures and delivers an efficient and effective service.	Selection Process
Ability to use a range of problem solving techniques, to think creatively when presented with varied requests and to know when to refer on to colleagues.	Selection Process
Recognises the importance of continued professional development and identifies training needs.	Selection Process
Reflects on performance and is committed to improving services.	Selection Process
Resilient and able to work under pressure.	Selection Process