



JOB DESCRIPTION	
JOB TITLE: Nursery Manager	
GRADE: G5 SCP 12 - 15	
REPORTS TO: Head Teacher and Early Years Lead (or other designated person/s)	
1.	<p>PURPOSE OF JOB:</p> <p>To be responsible for the day to day management, staffing, organisation and smooth running of the Nursery, ensuring that the best possible environment, care and education are provided for the children.</p>
2.	<p>MAIN RESPONSIBILITIES, TASKS & DUTIES</p> <p>These include, but are not limited to:</p> <ul style="list-style-type: none"> • Building excellent relationships with parents and carers and developing strong partnerships with families • Planning learning opportunities and activities to support children to make progress in all areas of development in line with the Early Years Statutory Framework • To be responsible for high standards of care ensuring the Nursery is compliant with EYFS regulations and the OFSTED framework. • Meet individual needs of children through child centred learning and play, ensuring the health, safety and well-being of our children • Ensure Tapestry is utilised to engage families and parents and to supplement professional knowledge of the child to make accurate assessments in the 7 areas of learning. • Providing a safe, happy and stimulating Nursery environment that promotes respectful relationships that enable the voice of the child to be expressed and heard. • To organise and maintain all resources, equipment and consumables to a high standard, including ordering equipment and maintaining consumable stock levels. • Supervise a team of colleagues • Work closely with the Head Teacher/EYFS lead to develop the setting, reviewing the curriculum, progress and achievements • Support children with SEND and liaise with outside agencies and the SENCO • Attend staff meetings, parents evenings, open day events and wider school community events • Promote the nursery to new families, ensuring up to date policies, prospectuses and other information is shared in a timely manner • Be responsible for all administrative duties including child and family communications, waiting lists, allocation of places and sessions, introduction and involvement to Nursery life • To pass on relevant information to assist the Headteacher in preparing budgets and the maintenance and control of all expenditure within nursery • Be responsible for the Early Years Funding claim preparation and return • Coordinate the online booking and invoicing system • To be responsible for day to day Health and Safety in Nursery using the school system to report any issues in a timely manner

	<ul style="list-style-type: none"> • Administering first aid, when required, and maintaining appropriate records of first aid given • To be responsible for ensuring parents can order food served in Nursery through liaison with the meal provider • To take responsibility for ensuring that relevant school policies and procedures including safeguarding and health and safety are fully implemented. <p>All school and nursery staff are expected to:</p> <ol style="list-style-type: none"> a. Work towards and support the school and nursery vision and the current school and nursery objectives outlined in the School Development Plan b. Support and contribute to the school's responsibility for safeguarding pupils c. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors d. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues e. Engage actively in the appraisal process, and training and development opportunities available f. Adhere to Keystone Multi Academy Trust and school policies g. Undertake other reasonable duties related to the job purpose required from time to time such as showing flexibility and covering other members of staff.
3.	<p>MANAGEMENT OF PEOPLE <i>[full managerial responsibility e.g. recruit, appraise, discipline etc]</i></p> <p>None</p> <p>SUPERVISION OF PEOPLE <i>[i.e. day to day supervision of & quality check of work]</i></p> <p>Day to day supervision of colleagues working in nursery including quality check of work against policies, procedures and Early Years Statutory Framework.</p>
4.	<p>CREATIVITY AND INNOVATION <i>What innovative and imaginative responses to issues are required to resolve problems?</i></p> <p>The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for the benefit of pupils, parents, carers and colleagues, whilst adhering to school and trust policies.</p>
5.	<p>CONTACTS AND RELATIONSHIPS <i>What personal contacts and relationships are required with other people and organisations to carry out the job?</i></p> <p>Contact with school and trust staff, Local Authority Early Years and Childcare support team, parents, carers.</p>
6.	<p>DECISIONS <i>A requirement to make decisions or recommendations. The extent to which policies, procedures or other guidelines affect your decisions.</i></p>
	<p>a) Discretion – <i>The postholder has the following discretions:</i></p> <p>Be aware of and act in accordance with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</p>

	<p>b) Consequences – <i>The consequences of the postholder’s decisions can be anticipated to impact on the following:</i></p> <p>Impact on service to a child or group of children.</p>																
7.	<p>RESOURCES <i>The postholder is personally accountable/responsible for the following:</i></p> <p>Resources made available to enable the efficient execution of their duties, for example a laptop, which the post holder is responsible for.</p> <p>Ensuring additional resources are available and appropriate.</p> <p>Adapting resources, if required, during a lesson.</p> <p>Personal possessions of self and others.</p>																
8.	<p>WORK ENVIRONMENT</p>																
	<p>a) Work Demands – <i>Impact of deadlines and changing and conflicting priorities.</i></p> <p>Subjected to conflicting priorities due to curriculum and care needs for the children.</p>																
	<p>b) Physical Demands – <i>Continuing physical effort, bending, lifting, pushing etc</i></p> <p>Subjected to considerable physical demands due to height of furniture, bending, kneeling, and the need to use positive handling techniques (once trained).</p>																
	<p>c) Working Conditions – <i>Exposure to disagreeable or unpleasant conditions.</i></p> <p>Work is carried out in a well-ventilated and well-lit school environment</p>																
	<p>d) Work Context – <i>Potential risk to safety & well-being, including abuse and aggression</i></p> <p>Potential risk to well-being associated with this post regarding emotional, physical and aggressive abuse from young people and their carers.</p>																
9.	<p>KNOWLEDGE AND SKILLS <i>required to be fully competent in the post</i></p> <p>Person Specification</p> <table border="1"> <tr> <td>Ability to formulate operational plans</td> <td>ESSENTIAL</td> </tr> <tr> <td>Ability to plan staffing rotas and deploy staff</td> <td>DESIRABLE</td> </tr> <tr> <td>Ability to train, manage and monitor staff, especially new staff, including managing absence</td> <td>ESSENTIAL</td> </tr> <tr> <td>Ability to work effectively and collaboratively with other colleagues</td> <td>ESSENTIAL</td> </tr> <tr> <td>Experience of staff recruitment, monitoring staff performance and development, and evaluation of staff training needs</td> <td>DESIRABLE</td> </tr> <tr> <td>Experience of working closely with parents</td> <td>ESSENTIAL</td> </tr> <tr> <td>Ability to ensure effective child development monitoring</td> <td>ESSENTIAL</td> </tr> <tr> <td>Ability to manage budgets effectively</td> <td>ESSENTIAL</td> </tr> </table>	Ability to formulate operational plans	ESSENTIAL	Ability to plan staffing rotas and deploy staff	DESIRABLE	Ability to train, manage and monitor staff, especially new staff, including managing absence	ESSENTIAL	Ability to work effectively and collaboratively with other colleagues	ESSENTIAL	Experience of staff recruitment, monitoring staff performance and development, and evaluation of staff training needs	DESIRABLE	Experience of working closely with parents	ESSENTIAL	Ability to ensure effective child development monitoring	ESSENTIAL	Ability to manage budgets effectively	ESSENTIAL
Ability to formulate operational plans	ESSENTIAL																
Ability to plan staffing rotas and deploy staff	DESIRABLE																
Ability to train, manage and monitor staff, especially new staff, including managing absence	ESSENTIAL																
Ability to work effectively and collaboratively with other colleagues	ESSENTIAL																
Experience of staff recruitment, monitoring staff performance and development, and evaluation of staff training needs	DESIRABLE																
Experience of working closely with parents	ESSENTIAL																
Ability to ensure effective child development monitoring	ESSENTIAL																
Ability to manage budgets effectively	ESSENTIAL																

Knowledge Base

Knowledge of EYFS requirements	ESSENTIAL
Knowledge of Health and Safety at work	ESSENTIAL
Competent IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software, able to support others with basic IT skills	ESSENTIAL
Extensive knowledge of Safeguarding issues.	ESSENTIAL

Qualifications/Attainment

A good standard of education, particularly in English and Mathematics (GCSE Grade 4 or above/ or equivalent)	ESSENTIAL
Possess a minimum NVQ Level 3 in Child Care and Education or equivalent full and relevant nursery qualification	ESSENTIAL
Knowledge of appropriate First Aid procedures – possess a Paediatric first aid qualification	DESIRABLE
Possess a Food Hygiene certificate Level 2	DESIRABLE
Willingness to participate in further training and developmental opportunities offered	ESSENTIAL

Experience

Relevant recent experience in an educational establishment/setting – good level of management experience in a Nursery setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Good organisational and time management skills	ESSENTIAL
Experience of managing staff	ESSENTIAL

Attitude/approach

Be professionally discreet and maintain confidentiality on all school matters, at all times	ESSENTIAL
---	-----------

	Ability to work on own initiative and as part of the Nursery team and wider school community	ESSENTIAL
	Commitment to equal opportunities	ESSENTIAL
	Confident communicator with a professional manner	ESSENTIAL
	Development of the team to constantly improve Nursery provision	ESSENTIAL
10.	GENERAL	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>		
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Keystone Academy Trust's Equal Opportunities policies.</p>		
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Keystone Academy Trust's Health and Safety policies and procedures.</p>		