

Nursery Manager Job Description

Job Title	Nursery Manager
Reporting & Grade	
Line Manager:	Executive/Academy Head
Base Location:	Wolborough Nursery
Line Management Responsibility:	Yes
Salary Range:	Grade E
Hours/Weeks	37 Hours / All Year Round

Purpose of Role

Lead and oversee a high-quality, inclusive Early Years provision that offers flexible childcare and a caring, stimulating environment where children aged 2 years to 5 years can thrive. Ensure the best possible environment, care, and education, in line with EYFS and Trust policies.

Key Accountabilities & Responsibilities

Leadership, Operations & Compliance

- Oversee day-to-day management, staffing, organisation, and smooth running of the nursery.
- Monitor and assess quality of provision; ensure policies, procedures, best practice, and standards are maintained.
- Ensure the nursery conforms to and exceeds Ofsted requirements; prepare for inspections and implement recommendations to achieve at least a 'Good' grade.
- Implement and maintain the Equality Policy, ensuring positive, non-discriminatory practice for children, parents, and staff.
- Order and maintain nursery equipment and resources.
- Uphold Trust policies on Equal Opportunities, Data Protection, Confidentiality, and all safeguarding/ health & safety procedures.

Learning, Curriculum & Environment

- Create and sustain a caring, purposeful, and stimulating environment that promotes independence and child-led learning.
- Plan, prepare, and deliver EYFS with breadth and balance across all areas; keep a secure cloud-based Planning File shared for continuity during absence.
- Organise and manage groups/individuals with effective differentiation to meet diverse abilities and needs.
- Plan opportunities to develop social, emotional, and cultural learning alongside early academic foundations.
- Promote and deliver EYFS principles consistently within the setting.

Care, Safeguarding & Welfare

- Maintain high standards of care and education for children 2 years to 5 years, including those with special educational needs.

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- Monitor safeguarding issues in line with local authority procedures and ensure timely notifications to the Designated Safeguarding Lead (DSL).
- Keep accurate records of accidents and welfare concerns; ensure children are collected by authorised individuals only.
- Maintain good order and discipline, safeguard health and safety at all times.

Assessment, Record-Keeping & Reporting

- Review and evaluate children's learning regularly and respond to insights.
- Follow the school's system for monitoring, assessment, record-keeping, and reporting; update computer-based records (currently Tapestry).
- Prepare appropriate records for the transfer of pupils; maintain achievement files for key children.

People Management & Development

- Recruit, induct, support, train, and appraise staff to ensure high-quality childcare practice.
- Maintain appropriate staff-to-child ratios and effective deployment of qualified staff.
- Clarify areas of responsibility; keep the Nursery Action Plan and Ofsted Self-Evaluation Form (SEF) up to date; use Individual Development Plans (IDPs) and regular staff meetings to share priorities.
- Identify and resolve practice that does not meet legal/organisational requirements via action plans.
- Manage own time effectively; delegate, monitor, and provide constructive feedback.

Finance & Administration

- Be accountable for day-to-day financial systems related to nursery provision.

Partnerships, Communication & Community

- Communicate and consult with parents as partners over all aspects of their child's academic, social, and emotional education.
- Liaise with external agencies (e.g., Social Services; Educational Psychologists; Speech & Language Therapists; Early Years Team; Sure Start).
- Liaise with the Academy Head on school-site matters (e.g., traffic management, shared facilities) and inform appropriate persons of significant nursery issues.
- Share expertise at staff meetings and INSET; contribute to whole-school decision-making on policies, programmes of study, resources, teaching methods, and pastoral arrangements.

Quality Improvement & Professional Learning

- Keep up to date with educational thinking and current childcare issues; maintain a CPD portfolio.
- Contribute to the development and coordination of the EYFS curriculum as it evolves.
- Make recommendations for future development and long-term vision of the nursery; contribute and participate in new ideas.

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Inclusion, Equality & Faith Ethos

- Ensure the environment meets the needs of individual children from differing cultures, religious backgrounds, and stages of development; promote equality, fairness, and dignity.

Practical Setting Duties

- Ensure effective use of support staff and parent helpers within the classroom.
- Be flexible in working practices; assist where needed (e.g., snack preparation, equipment cleaning).
- Treat with discretion all confidential information concerning children and families—inform the Academy Head as appropriate.

Expected Outcomes

- Develop and model the ethos of the Nursery/LINK, creating a welcoming, family-friendly environment.
- Ensure full compliance with statutory obligations, with records maintained and available to authorised persons as required.

Person Specification

Qualifications & Experience

- Full and relevant Level 3 childcare qualification.
- Minimum two years' experience in an early years setting (e.g., Senior Nursery Practitioner or Room Leader).
- Paediatric First Aid trained.
- Excellent knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance; proven practice delivering quality learning opportunities.
- Demonstrable ability to lead a team to high standards; understanding of child development and positive play.

Personal Qualities

- Empathy and understanding of children under five; calm, caring, reliable, enthusiastic, and flexible.
- Excellent interpersonal, organisational, administrative, and IT skills; ability to write clear reports and maintain accurate records.
- Strong team leadership and motivation; ability to work with parents and outside agencies to meet individual needs (including disabilities and additional support).

Data Protection

All employees handling personal data must do so responsibly, securely, and in line with Trust policies, guidance, and training.

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Safeguarding Statement

The Link Academy Trust and the nursery are committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and to ensure that safeguarding is an integral part of their role. The Nursery Manager must:

- Always maintain a high standard of safeguarding practice.
- Follow all statutory guidance and Trust policies on child protection, health, safety, and security.
- Ensure accurate records of any safeguarding concerns are kept and promptly report issues to the Designated Safeguarding Lead (DSL).
- Treat all information with discretion and confidentiality, subject to child protection procedures.
- Undertake regular safeguarding training as part of continuing professional development.