



Woodcot Nursery

TOGETHER WE **LEARN** AND **GROW**

Nursery Manager Job Description

Leadership and Team Management

- Lead, support and develop the nursery team to maintain high standards of care and education
- Create a warm, professional and inclusive team culture
- Recruit, induct and supervise staff, holding regular supervisions and setting clear development targets
- Make sure all staff have the right training and qualifications, including safeguarding and food hygiene

Curriculum and Learning

- Design and deliver a high-quality EYFS curriculum
- Ensure provision is responsive, inclusive and supports children's individual needs
- Oversee planning, observations and assessments (e.g. 2-year checks, baselines, school reports)
- Guide staff in providing engaging indoor and outdoor learning environments
- Promote positive values and support children to manage their behaviour and emotions

Safeguarding, Inclusion and Wellbeing

- Work closely with (or act as) the Designated Safeguarding Lead and make sure all staff know and follow procedures
- Ensure children's safety and wellbeing at all times, with consistent supervision and care
- Work closely with (or act as), the SENCO and outside agencies to meet additional needs
- Champion equality, diversity and inclusive practice throughout the setting

Operational and Financial Oversight

- Oversee the smooth day-to-day running of the nursery
- Ensure the setting meets all statutory and health and safety requirements
- Work with the Trust's Central Services on budgeting, funding and financial planning
- Keep accurate records for staffing, hours and funding claims
- Collaborate with the catering team to ensure food is safe, nutritious and meets dietary needs

Quality Assurance and Compliance

- Monitor and evaluate all aspects of nursery provision, identifying areas for improvement
- Maintain high standards in line with Ofsted expectations and lead the team through inspections
- Keep up to date with relevant legislation, guidance and early years frameworks
- Make sure all policies, procedures and documentation are followed consistently

Family and Community Engagement

- Build strong relationships with families through regular updates, meetings and open communication
- Keep families informed about their child's progress, events and wider nursery life
- Handle enquiries, lead tours and help promote the nursery in the local community
- Represent the values and ethos of Woodcot Nursery and Gateway Central Services at all times

Ongoing Development

- Take part in training and development to keep your own practice up to date
- Contribute to team meetings, staff development and nursery improvement planning
- Be open to feedback and reflective practice, helping to grow a culture of learning

Please note: The post-holder may also be asked to carry out other duties, in line with the nature and scope of the role, as requested.