

Nursery Manager

JOB DESCRIPTION AND PERSON SPECIFICATION FORM

Job description The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of the role:	To be responsible for the leadership of the Nursery and to oversee the day to day management, staffing, organisation and smooth running of the Nursery.
Line management responsibility to:	Head of the Preparatory School
Functional relationship with:	Headmaster Bursar Nursery Deputy Manager All Nursery Staff Domestic Bursar Estates Manager
Main duties and responsibilities:	<ul style="list-style-type: none"> ▪ To be responsible at all times for high standards of care and education of children up to 5 years in accordance with statutory requirements. ▪ To develop the ethos of the Nursery and to create a welcoming and friendly environment. ▪ To contribute to the strategic planning, monitoring, evaluation and development of the Nursery. ▪ To ensure the EYFS is promoted and delivered within the setting and the principles adhered to. ▪ To ensure that health and safety within the Nursery are maintained to the highest standards, including the completion and monitoring of risk assessments. ▪ To be responsible for preparation for inspection within the Nursery. ▪ To ensure effective communication between the Nursery staff and the School.

	<ul style="list-style-type: none"> ▪ To order and maintain equipment and resources in the Nursery. ▪ To be accountable and responsible for day to day financial systems directly relating to the Nursery provision, including the agreement of a budget with the School's Bursar. ▪ To be responsible for admissions in line with the admissions policy agreed by the School. ▪ To keep a register and up to date records of all children in the Nursery and to give regular feedback to parents about their child's development and progress. ▪ To ensure that an excellent partnership with Parents is maintained. ▪ To have overall responsibility in ensuring that training and professional development for all Nursery Staff is undertaken. ▪ To act as a Deputy Designated Safeguarding Lead for the School with specific responsibility for Safeguarding in the Nursery. ▪ To organise staff/room meetings and lead in-house training to develop the practitioners' childcare skills. ▪ To undertake regular room observations and make suggestions to further develop the day-to-day running of the Nursery.
<p>Hours of Work:</p>	<ul style="list-style-type: none"> ▪ Full-time ▪ To attend Staff INSET training days as required ▪ To attend two Saturday Open Days per year ▪ To attend Nursery training days and Parent/key person consultations ▪ To attend all evening meetings ▪ To attend Parent Teacher Guild meetings

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> <ul style="list-style-type: none"> • Minimum Level 4 Early Years qualification • GCSE Maths and English Grade C or above 	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> • Degree in Childcare related discipline 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> <ul style="list-style-type: none"> • Knowledge of Foundation Stage curriculum • Knowledge, understanding and practical experience of children aged 0 to 5 years • Knowledge of relevant legislation and the ability to develop policies/procedures consistent with 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> <ul style="list-style-type: none"> • Have had previous experience of a similar role • Up to date awareness of current thinking about the needs and care of young children • Experience of on-line Learning Journals such as Tapestry 	Contents of the application form Interview Professional references

	<p>legislation, best practice and the inspection process</p> <ul style="list-style-type: none"> • Awareness of purposeful planning and assessment for children in Nursery • Experience of managing, supervision and appraisal of staff • Experience of managing a budget 		
Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Able to work independently and to manage own time efficiently • Ability to create and implement systems for child records and financial records • Ability to develop an effective team • Basic ICT skills 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Advanced ICT skills 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Commitment to equal opportunities for all children and families • Motivated to develop and maintain high quality provision and practice • Warm and caring personality – friendly and approachable • Commitment to partnership with families • Ability to communicate effectively with staff at all levels • Enthusiastic, innovative, energetic and able to motivate others • Ability to be patient, fair and Objective • Show commitment and honesty • The Nursery Manager will have a key role in planning and monitoring of the nursery and implementing essential policies and procedures. This will require creative thought together with an 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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	<p>informed understanding of statutory requirements and best practice for childcare.</p> <ul style="list-style-type: none">• The Nursery Manager will work closely with the Head of the Preparatory School. Information and guidance will be readily available, however, the Nursery Manager will be expected to work autonomously in relation to the day-to-day management of Nursery. The role requires the confidence to make day to day decisions thoughtfully and with a high degree of sensitivity to the needs of children, families and the School.• The Nursery Manager will need to demonstrate effective time and resource management to meet the planned needs of children and families and any anticipated demands that might be reasonably foreseen. The Nursery Manager will need to be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff. The Nursery Manager will need to make judgements about the delegation of tasks and responsibilities to the Deputy Manager and other staff in the Nursery.		
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June 2018