

Position: - Nursery Manager

Job Title:	Nursery Manager
Hours:	Full time – 40 hours per week approximately and maybe a shift pattern including staff meetings.
Contract Type:	Permanent
Salary:	Up to £30,000 - depending on experience and qualifications.
Responsible to:	Director/Head Teacher

Job Description:

We are seeking for an experienced and motivational Nursery Manager and work closely with the Director/Head Teacher whilst also being expected to work autonomously in relation to every day management operational responsibilities. You must have an excellent knowledge of Early Years Foundation Stage framework (EYFS) practice and child development. Have an excellent The Office for Standards in Education, Children's Services and Skills (OFSTED) standards knowledge and practice too. Have the skill, creativity, commitment and enthusiasm required for working in the early years. You will continually inspire and motivate all staff to provide outstanding teaching and learning by overseeing the operation of the nursery to the highest standards. Ensuring that the best possible environment and care is provided for young children ensuring staff are deployed effectively. The role requires the confidence to make decisions considering the reputation and financial aspects of both businesses whilst balancing a high degree of sensitivity to the needs of children and families. You will continually improve the outcomes for children by ensuring current thinking and working practices are in place within the nursery. Inspire and motivate others, with the supervision of staff and completion of associated paperwork, developing each team members training and career management record. You will be working with a dedicated team in a caring, family friendly, characterful and stimulating environment, which is inviting to children, parents and staff. Ensuring the facilities and staff are working at a high quality, balanced provision of leading practice education and care is delivered each day. Consistently meeting legislative requirements, policies and procedures following education curriculum, delivering standards, which ensure the highest possible inspection grading. Ensure that the training, support, mentoring and supervision of the staff team inspire and lead ambitious practice. To create a safe, secure, stimulating, caring environment. Welcoming the parents are happy to entrust their child and where their child is encouraged and supported to flourish in an enabling and stimulating environment. To promote a successful and profitable business, engaging with the local community and marketing the setting to reach maximum occupancy whilst providing excellent customer services. You will be responsible for the overall key children and overseeing all staff are monitoring, assessing and sharing their children's information correctly and well.

General Main Duties and Responsibilities:

- To work alongside the Nursery Director/Head Teacher to lead the nursery to reach an Outstanding grading with OFSTED standards.
- To play an active role in completing a rigorous action plan that supports the development of areas set out in the 'Corporate Plan'
- Ensure that child/staff ratios are always adhered to and that all daily risk assessments and checklists are completed on time and accurately, such as room opening and closing, outdoor checks and set up, bathroom and or kitchen checklists.
- Maintain up to date records for all children and parents, archiving children's records who have left.
- Ensure our high-quality setting is well resourced and that all children are provided with an environment where they value and respect different cultures, religion, diversity, language, and disability and ensure that toys and games reflect this within the setting.
- Promote equality and diversity within the nursery, challenging any behaviour which does not support our Inclusive Practice and Equal Opportunities Policies.

- Assisting in the day to day general management (“good housekeeping”) of the nursery; ensuring our Policies & Procedures are met alongside the EYFS and associated statutory guidelines and good practice.
- Support the setting’s approach to safer recruitment and ensure setting policies are followed throughout the recruitment process.
- Support the Nursery Manager in completing full induction, show rounds, on-going regular contact and probation reviews, appraisals, disciplinaries, offering any support and guidance and addressing performance concerns as required.
- Identify development areas or training requirements throughout the staff team and actively promote continued professional development.
- Mentor and lead the staff team and offer support and guidance as required.
- To support and encourage any ideas and initiatives to maintain employee engagement.
- Be an advocate to promote our settings ethos, benefits, marketing, pension scheme etc.
- Continually motivate and develop the staff team within the nursery through effective role
- Role model spending time in rooms throughout the setting.
- Support and attend all regular meetings and training and have a full written agenda and minutes to accompany.
- To lead on the quality aspects of a nursery, including environments, learning and development and Learning Journals.
- To be the Designated Safeguarding Officer within the setting in the Nursery Manager’s absence and ensure that all practitioners and support staff have a sound awareness of the Safeguarding Policy (both Company and Local Authority procedures). All staff to understand their role in safeguarding all children.
- To ensure that all children are treated as individuals and that we are supporting this through our approach to planning in line with the EYFS.
- Ensure that settling-in and transitions are well managed for all children, ensuring they are communicated to parents, carers and colleagues.
- To support on all aspects of inclusive practice, behaviour management and special educational needs within your team, liaising with the appropriate representatives.
- To ensure effective communication with staff and families, external agencies, Parents Forum, Newsletters, Parents Evenings, stay & plays, community, settling-in sessions.
- Deal with any parent/carer issues or concerns in a timely manner, escalating any issues to your Nursery Manager and to record these documents.
- To deliver childcare in a way that meets parents’/carers’ needs and works in partnership with them providing high levels of customer care at all times.
- To enable young children to make good progress in their learning by building upon the skills to develop emotional security, self-belief and mature social skills they have when they join the school in nursery or reception class.
- Planning learning rich and stimulating activities that the children are able to achieve good progression by understanding
- Record any accidents or incidents and report to the line manager and parents/cares.
- Identifying clear learning objectives and learning content, appropriate to the subject matter and the children being taught
- Setting exciting and intriguing tasks for whole class learning, small group learning and self-initiated, exploratory learning.
- Setting clear targets for pupils’ learning that build on prior attainment identifying pupils who have special educational needs
- Provide support for the children who are not yet fluent in English. Ensure that learning is appropriately differentiated so that the learning is well pitched and all pupils are challenged at their current level of understanding
- Create a high quality, rich, stimulating and enabling learning environment containing items that will capture pupils’ attention and lead to independent exploration.
- Make effective use of assessment information on pupils’ attainment and progress when teaching and in planning future learning
- Plan opportunities to develop children’s spiritual, moral, social and cultural development
- Establish and maintain a purposeful learning, clean, stimulating, safe and secure atmosphere, which promotes pupils’ confidence to learn.

- Set high expectations for the children’s behaviour, establishing and maintaining a good standard of discipline through well focused, engaging teaching and through positive and productive relationships.
- Be familiar with the Code of Practice on the identification and assessment of special educational needs and, as part of the responsibilities under the Code, create and review One Plans for pupils with identified special educational needs.
- Maintain good organisation and accurate assessments so that they offer a clear record of children’s progress and complete an EYFS profile for each child.
- Be familiar with the statutory assessment and reporting requirements and know how to prepare and present informative reports to parents
- Understand the expected demands of the individual child in relation to the expectations of the Framework for the Early Foundation Stage -Management and administration
- Support students on placement in Early Years Foundation Stage classes

Nursery Manager – Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 3 or above NNEB, CACHE, BTEC or NVQ consisting of the Early Years Foundation Stage. • GCSEs in English and Math grades A*/9 - C/4 or equivalent • First Aid Paediatric trained • Designated Safeguarding Lead and Child Protection knowledge and training • An excellent understanding of The Office for Standards in Education, Children's Services and Skills (OFSTED) standards knowledge and practice too. • 2 years minimum of working in a senior/leadership management early years nursery position. 	<ul style="list-style-type: none"> • A degree or equivalent qualification • Evidence of in service professional development
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • A thorough up to date knowledge of the range of EYFS teaching, learning and behavior management strategies and how to implement them effectively. • A thorough understanding of the national curriculum and a range of assessment requirements and arrangements. • Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion. • Knowledge of computer software relevant to the EYFS curriculum • Know the legal requirements, national policy and guidance on the safeguarding of children. Ability to prepare and plan effectively. • Good organisational skills • Ability to priorities and management time effectively. • Ability to work as part of a team 	<ul style="list-style-type: none"> • Specific expertise and enthusiasm for planning and teaching a creative, cross curricular approach • Preparation and administration of statutory tests • Willingness to contribute to whole school development • Willingness and ability to contribute to extra-curricular activities

	<ul style="list-style-type: none"> • A clear and good knowledge and understanding of the curriculum, current educational issues, theory and practice. • Evidence of ability to teach outstanding manner • The ability to use ICT effectively to engage with the children • An understanding of how to use assessment to inform planning for good/outstanding teaching and learning • Demonstrate consistent and effective planning and teaching to meet differing learning needs of the individual child • Evidence of good management skills • Create a happy, stimulating, challenging and effective learning environment • Involvement and commitment to all aspects of settings life • Commitment to personal welfare and safeguarding of children 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Approachable • Committed • Able to motivate self and others • Calm under pressure • Well-organised • Work in a team • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Reflective practitioner • Professional at all times • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively <p>Ability to work with as part of a team An excellent attendance and punctuality record</p>	<ul style="list-style-type: none"> • Commitment to inclusion • Brings personal interests and enthusiasm to the school community

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

T: 0333 335 5021 M: 07743 249 982 E: sunita@placingpeopledirect.co.uk

W: www.placingpeopledirect.co.uk