



Nursery Manager Job Description

Employment details	
Job title	Nursery Manager
Reports to	Executive Headteacher
Hours of work	37 hrs per week AYR
Salary	Grade 11: £30,296 - £33,945 (Pay award pending)

General duties

- Adhere to the policies, ethos and vision of the nursery and actively promote high levels of achievement in the nursery.
- Contribute to the leadership and management of the nursery.
- Formulate and promote the aims and objectives of the nursery.
- To ensure the needs of individual children from differing cultures and religious backgrounds, and stages of development are met and are all treated with respect and given equal opportunities
- Seek and implement areas for improvement and the development of staff with regards to early years provision.
- Evaluate the effectiveness of the provision in the nursery in close collaboration with the leadership team.

Activity planning and development

- Lead the nursery team in the planning and delivery of a creative and stimulating

curriculum.

- Ensure the curriculum supports a range of learning styles and develops each child's independence.
- Take responsibility for the provision of high-quality learning activities throughout the nursery.
- Work in partnership with the rest of the leadership team to monitor success and manage areas for improvement.
- Share and model outstanding practice.

Leadership and management

- Work with the rest of the leadership team to successfully implement policies and procedures.
- Maintain positive working relationships with all members of staff.
- Support and guide all team members working in the nursery.
- Lead training, development and induction processes for new and existing staff.
- Support the management of staff and assess performance.
- Plan and lead meetings with nursery staff.
- Manage and plan the day-to-day running of activities, including efficient use of resources.
- Keep on top of finances and be responsible for managing the nursery's budget.
- To support the financial sustainability of the setting, which will include marketing, show arounds, promoting events, managing waiting lists, open days and managing staff deployment effectively.
- Prepare for Ofsted inspections and work towards the nursery's inspection goals.
- Keep up-to-date with the requirements of the EYFS framework.
- Uphold ALL the nursery's safeguarding policies and procedures to ensure the safety of children is never compromised.
- Have an understanding of meeting the individual needs of children from differing backgrounds and of differing abilities.
- Act as a role model for children, aid their cognitive development and help to give them the best start in life.
- Ensure all public health protocols are upheld inline with government guidance for early years education settings.
- Always maintain the nursery's high standard of safety measures.

Communication

- Develop and maintain effective relationships with parents, colleagues, the governing board and the local community.
- Develop and maintain links with the LA advisory and support services.
- Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.
- Maintain positive relationships with all stakeholders and communicate any areas of concern or significant progress.
- Keep a record of every child's progression and make this accessible for parents.
- Advise the leadership and management on policies and ensure they are implemented.
- Attend meetings of the governing board when requested.
- Communicate any local and national changes relating to early years and nursery settings to other staff.
- Liaise with other colleagues to aid the smooth transition of all children from early years to KS1.
- Have an understanding of how to appropriately communicate with all children in the nursery, including those with SEND.

Additional duties

- Promote the health and wellbeing of all children in the nursery.
- Maintain a high standard of care for the children and actively promote and support the safeguarding of children, ensuring the relevant policies and procedures are observed at all times.
- Deal with challenging behaviour.
- Assist with administrative duties where necessary.
- Assist with the maintenance of hygiene and cleanliness on site.
- Any other reasonable duties as requested by your line manager.

Nursery Manager person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> Educated to A-level or above, including a minimum of GCSE (or equivalent) grade C in maths and English. Early years professional status. EYFS assessment, observation, planning and training. 	<ul style="list-style-type: none"> Qualified teacher status (QTS) Paediatric first aid training Relevant safeguarding and child protection training undertaken and a willingness to update training regularly Full and relevant minimum level 6 qualification
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> At least two years of management experience, in an EYFS environment Knowledge of The Early Years foundation stage (EYFS) framework and changes from January 2024 Experience monitoring and recording a child's development. Experience working alongside an SLT to develop the quality of the curriculum and learning activities 	<ul style="list-style-type: none"> Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> In-depth knowledge and understanding of the national curriculum and EYFS framework In-depth knowledge of current legislation 	<ul style="list-style-type: none"> Desire to gain QTS Complete Paediatric First Aid training Full UK driving licence

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| <ul style="list-style-type: none">• An ability to take a lead role in innovative curricular development• An understanding of curriculum and pedagogical issues in relation to EYFS• Creative and stimulating teaching strategies which engage and motivate children• Knowledge of the principles of good practice relating to staff supervision• An ability to identify problem areas and suggest appropriate measures for improvement• An ability to analyse, understand, interpret and respond to performance data• An understanding of professional development opportunities for EYFS• A clear understanding of how to monitor staff performance and communicate this to a senior leadership team• An ability to maintain consistently high standards and ensure quality of teaching• An ability to promote and sustain high standards for children• A wide knowledge of educational terminology• A clear understanding of child development and how this contributes to teaching strategies and learning styles | |
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Personal traits	
The successful candidate will have	
<ul style="list-style-type: none"> • Excellent communication skills, both written and verbal. • Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience. • An ability to establish and maintain professional working relationships. • An ability to manage and prioritise a demanding workload, and that of others, if necessary. • A high level of accuracy and attention to detail. • Excellent time management skills and organisation. • An ability to model good practice and engage in self-reflection. • An ability to think strategically and manage problems. • Good customer service skills. • A positive approach to learning and gaining new skills through teamwork and training opportunities. 	
Additional requirements	
The successful candidate will be	
<ul style="list-style-type: none"> • Flexible, reliable, enthusiastic and patient. • Inspiring and influential. • Able to take control, lead and manage situations. • Consistent in modelling good practice and behaviour. • Able to provide a current enhanced DBS and barred list check. • Able to provide suitable references from their previous employer. 	