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| **Date** | **15/1/17** |

**JOB DESCRIPTION**

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| **Nursery Manager** |

**Reporting to:**

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| **Early Years Foundation School, Long Close School** |

**Department/School:**

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| **Long Close School Slough** |

**Scope:**

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| **DBS, overseas checks and Employer References** |

**Checks:**

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

**Working With Us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 67 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

* Observe, assess and plan to support each child’s individual learning and development using a key person system.
* Monitor and evaluate the progress of the children by keeping all paperwork up to date, this will include planning, assessing, electronic learning journals through Tapestry.
* Whilst respecting confidentiality, report on the progress of individual pupils to parents, colleagues and pupils as necessary.
* To remember that every child is unique and will learn at different rates, times and in different ways.
* Maintain good order and promote positive behaviour among pupils, with a view to their well-being and safety.
* Deal appropriately with sickness and injury and the individual personal care of the children.
* Behave correctly towards pupils (treat pupils with respect and compassion). Encourage respect for self, others and the environment of the school.
* Adhere to the Health & Safety policy document in the Staff Handbook.
* Planning with the team.
* Attending staff meetings and other school functions support required at events such as school fairs, school open days some of which are held on a Saturday or after school hours.
* Carrying out supervisory duties as required
* Maintaining school records as necessary with regards to any key children’s paperwork.
* Organising and maintaining a stimulating and attractive early year’s school environment.

**Key Responsibilities**

* Organise the day-to-day running of the EYFS curriculum alongside the Room Leaders/class teachers, promoting children’s next steps.
* Liaise with the Nursery Manager/Room Leaders/class teachers on matters of Health and Safety, equipment and resources.
* To adhere to and be aware of early years and whole school policies through the staff handbook
* Report to the Head of Early Years and communicate professionally with regard to children’s developmental progress.
* Communicate with all concerned, including regular staff meetings to encourage a democratic and open style of communication within the Early Years Team.
* Support the Nursery Manager/Head of Early Years in the implementation of school policies, procedures and the development of the School’s distinctive ethos.
* Maintain good communication as necessary with colleagues, interested parties, pupils and parents.
* Maintain appropriate level of liaison with the local community.
* Review own performance through Performance Management Reviews and identify self-development needs in discussion with managers and colleagues as appropriate. Attend in-service training courses where appropriate.
* Participate in Cognita School s performance management reviews as required. To liaise with senior staff to complete supervision meetings termly.

**Principal Working Relationships**

Internal: To promote the social, academic, moral, physical and emotional development of each child in the safe, caring and stimulating environment of the Early Years at Long Close School. To fulfil the duties and responsibilities of the post of an early year’s assistant as required below.

External: Parents, guardians.

**Person Specification**

Education and Skills:

Training and Experience:

* Level 3 or above qualification in childcare
* Maths and English qualifications desirable.
* A good level of written and spoken English.
* Desire to work within a school as part of the EYFS team and be sympathetic to the school’s ethos and aims and meet the expectations of the school’s Management Team
* Ability to establish and maintain good professional relationships with pupils, parents and colleagues
* Ability to adopt a flexible approach to working
* Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion
* Punctual
* Creative and enthusiastic
* Organised and resourceful
* Committed to working within and promoting the EYFS
* Be of smart appearance
* An awareness of the ethos of Long Close School and the contribution this makes to the community

Competencies for the Role:

Role Specific

* Carrying out supervisory duties as required
* Maintaining key worker children’s records
* Establish and develop appropriate relationships with children and their parents/carers.
* Promote a positive working  environment;
* Be able to use initiative

**Remuneration**

* Competitive salary
* Contributory pension scheme
* School fee discount
* Professional development
* 20 days holiday

Signed: ………………………………....………………….… Date: …..…………………..………………………………

Name (Print): ………………………………………………..