



MIDSOMER NORTON SCHOOLS PARTNERSHIP	
JOB DESCRIPTION	
POST TITLE: NURSERY MANAGER – Trinity Church School	GRADE: Grade N
RESPONSIBLE TO: HEAD OF SCHOOL	
DATE: Sept 2018	

1. JOB PURPOSE

To work under the guidance of senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the nursery. To provide the highest quality of care and development opportunities for all children in the Nursery.

2. MAIN DUTIES AND RESPONSIBILITIES

1. Carry out the duties of a Nursery Manager.
2. Line management of a small team of nursery staff.
3. Ensure high standards of care, development, learning and behaviour.
4. Attend to pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first- aid and welfare matters, as appropriate.
5. Maintain and develop the ethos, values and overall purposes of the Nursery.
6. Implement Nursery policies and procedures.
7. Communicate politely, effectively and appropriately with all stakeholders.
8. Establish constructive working relationships with pupils, acting as a role model and setting high expectations.
9. Be responsible for the day to day supervision of the nursery.
10. Operate and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum.
11. Plan and deliver individual and group work activities with the children.
12. Ensure a stimulating and attractive environment for the children.



13. Operate as a keyworker for individual children, managing an agreed number of children.
14. Observe each child's progress and report on achievements and progress.
15. Complete all assessment records as required.
16. Liaise with external agencies when required.
17. Ensure that all required standards, ratios and conditions of registration are maintained at all times in conjunction with the Head of EYFS.
18. Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development.
19. Organise and supervise events, trips, parents meetings and open days as required.
20. Prepare for both internal and external inspections and address any recommendations made.

Support for the School

21. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
22. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
25. Attend and participate in regular meetings, as required.
26. Participate in training, other learning activities and performance management, as required.
27. Recognise own strengths and areas of expertise and use these to advise and support others.
28. Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate.
29. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position with these.



30. To undertake other relevant duties allocated at the discretion of EY Lead, Headteacher or other designated supervisor.

3. QUALIFICATIONS AND EXPERIENCE

Essential

A relevant, recognised qualification such as the NVQ Level 3 for Teaching Assistants, Level 3 Diploma in Child Care and Education (previously known as the NNEB Diploma in Nursery Nursing), the NVQ Level 3 Childcare in Education, the City and Guilds Advanced Certificate in Learning Support, (A relevant professional qualification e.g. Teaching, Social Work or Nursing would be treated as equivalent for these purposes).

AND a minimum of 2 years recent relevant experience which demonstrates the postholder, has applied a wide range of strategies supporting children with additional needs and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only.

Ability to relate well to both children and adults.

Understanding of principles of child development and learning processes and in particular, barriers to learning.

Ability to plan effective actions for pupils at risk of underachieving.

To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Full understanding of the range of support services/providers.

Desirable

Appropriate knowledge of general first aid.

Ability to effectively use ICT to support learning and use of other equipment technology ie computer, video, photocopier.

Ability to self-evaluate learning needs and actively seek learning opportunities.

Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies/codes of practice.

Knowledge of SEN

4. Physical Effort

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during



lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

5. Working Environment

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. General

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.
5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement

Post Holder:

Name:

Signature: _____

Date: _____

Line Manager:

Name:

Signature: _____

Date: _____