



# Orion Little Stars

**Job Title:** Nursery Manager

**Location:** Bromley

**Reports to:** Area Manager

**Salary:** £35-45k p.a.

**Hours:** Full-time, 40 per week

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## About Us:

Orion Community Foundation is an ambitious and growing charity dedicated to addressing inequality in the communities we serve.

As part of this mission, we are excited to announce the establishment of a new group of three nurseries, Orion Little Stars, in Bromley.

## Job Description

We are seeking an experienced and passionate **Nursery Manager** to lead our day nursery, ensuring the highest standards of care, education, and compliance. This is a pivotal leadership role responsible for the overall management of the nursery, including staff leadership, curriculum oversight, safeguarding, and operational efficiency.

## Key Responsibilities:

- Provide strategic and operational leadership for the nursery.
- Ensure the delivery of a high-quality, inclusive early years curriculum in line with the EYFS framework.
- Lead, manage, and develop a team of early years professionals, including recruitment, supervision, and performance management.
- Maintain a safe, secure, and stimulating environment for children, staff, and visitors.
- Ensure full compliance with all statutory requirements, including Ofsted, health and safety, and safeguarding.
- Build strong, professional relationships with parents, carers, and external agencies.
- Manage nursery budgets, resources, and occupancy levels effectively.
- Lead on quality improvement initiatives and prepare for inspections.
- Promote a positive, collaborative, and reflective culture within the nursery.



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## Person Specification

### Essential Criteria:

- **Qualifications:**
  - Minimum Level 3 in Early Years Education and Childcare (Level 5 or above preferred).
  - Designated Safeguarding Lead (DSL) training (or willingness to complete).
  - Paediatric First Aid certification.
- **Experience:**
  - Minimum of 3 experience in an early years setting.
  - At least 2 years in a leadership or management role.
  - Proven track record of successful nursery management and team leadership.
- **Knowledge and Skills:**
  - In-depth knowledge of the EYFS, safeguarding, and Ofsted requirements.
  - Strong leadership, communication, and interpersonal skills.
  - Financial and administrative management skills.
  - Ability to lead and inspire a team, manage change, and drive continuous improvement.
  - Competent in using nursery management software and IT systems.
- **Personal Attributes:**
  - Passionate about early years education and child development.
  - Professional, approachable, and emotionally intelligent.
  - Organised, proactive, and solution-focused.
  - Committed to equality, diversity, and inclusion.

### Desirable Criteria:

- Level 5 or 6 qualification in Early Years Leadership or Management.
- Experience with SEND and inclusive practice.
- Experience preparing for and managing Ofsted inspections.