



EATON HOUSE BELGRAVIA SCHOOL

JOB DESCRIPTION

Nursery Manager

Required for April 2025

DUTIES OF THE POST

1. Supporting the Head & Deputy Head with the leadership and management of the Nursery in every respect;
2. Fostering and maintaining a happy, safe and protective atmosphere across all aspects of Nursery life for the children, staff and parents;
3. Ensuring all children are, within a structured and challenging environment, happy and focused on maximising their abilities and talents;
4. Maintaining the Nursery School's reputation, continuing with excellent progress and outstanding pastoral care in the Early Years Foundation Stage;
5. Support the Head with recruiting, managing and developing staff, within Eaton House Belgravia – by setting high standards that lead to the very best within the classroom;
6. Support the Head with managing the interface with parents, including building effective partnerships with them for the best development of the child(ren);
7. Complete all risk assessments, including daily risk assessments and report any issues to the Head and Maintenance Team when required to do so;
8. Support Head with organising and delivering key events in the Nursery calendar;
9. Oversee the assessment and progress of all children;
10. Write reports on pupils as requested by the Head;
11. Liaise with colleagues in keeping individual records on the pupils;
12. Oversee and share with colleagues the responsibility of maintaining an orderly, safe and tidy Nursery department;
13. Play a full part in the life of the school and to undertake pastoral and supervisory duties in the school as required;
14. To share responsibility with all colleagues for the maintenance of good discipline in accordance with school policies, customs and practice;
15. To attend staff meetings, parents' evenings and any other functions as required by the Head or Deputy Head;
16. Attend INSET as required by the Head;

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17. Undertake administration and other tasks related to the post either at the direction of the Head or by using his/her own initiative.

In addition you are expected to undertake specific duties which may from time to time be reasonably assigned by the Head.

The School has its own Salary scale which is reviewed annually.

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's child protection officer or to the Headmaster/Headmistress (if different).