



### JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Nursery
Responsible to	Head of Preparatory School and dotted line to Bursar
Department	Clifton College Pre-Preparatory School
Purpose of job and primary objectives	<ul style="list-style-type: none"> <li>• Reporting to the Head of the Preparatory School and the Bursar, the key objectives of this role is to move the Nursery into a profitable business and demonstrate strong and positive leadership</li> <li>• To supervise, support and lead the professional development of Nursery staff in regards to the standards of quality and practices required by Ofsted and to strive to become a flagship of good practice for the sector.</li> <li>• Ensure the Nursery makes the best possible use of resources through strategic planning, taking into account the financial implications and ensuring developments are sustainable</li> <li>• To co-lead the operational and strategic management of the Nursery, including any projects within the setting</li> <li>• To be responsible for the overall management, leadership, development and delivery of services within the Nursery</li> <li>• To ensure that the quality of care throughout the Nursery and Early Years is outstanding through efficient structures, systems and recording methods</li> <li>• To contribute effectively to the Senior Leadership Team within the Preparatory School.</li> </ul>
Duties	<p><u>Strategic</u></p> <ul style="list-style-type: none"> <li>• Lead on Ofsted registration and approval for 0 – 5 year olds</li> <li>• Research and implement ways to enhance the learning provision</li> <li>• Strategic planning for clear pipeline of pupils from Nursery to Upper School.</li> <li>• Develop a new mechanism for management of nursery spaces for Admissions and the Nursery Management Team to use in partnership</li> <li>• Work closely with Marketing and Preparatory School admissions to increase the number of pupils that flow from Nursery to Reception.</li> <li>• Increase awareness surrounding Nursery activities</li> <li>• Work closely with the Pre-Preparatory School Office Manager to use available rooms and teachers for extra activities and lessons in the Nursery</li> <li>• Contribute to school development plan, write a review of progress against the plans original objectives and success criteria</li> <li>• Management of budgets – staffing, projects, cashflow forecasts etc.</li> <li>• Review pricing strategy</li> <li>• Develop nursery growth, to achieve maximum capacity and the highest income revenue</li> <li>• Make commercial decisions that will positively impact the Nursery</li> <li>• Have up to date knowledge of the regulatory standards and ensure compliance with these at all times</li> <li>• Proactively build on and maintain excellent relationships with local authority and businesses, visiting other EYFS settings</li> </ul>

	<p><u>Management and Organisation</u></p> <ul style="list-style-type: none"> <li>• Represent the Nursery at key events</li> <li>• Meet regularly with Nursery Manager, Deputy Nursery Manager and Business Process Manager to monitor staff performance and quality of setting</li> <li>• Share admissions data the Head of the Preparatory School and Bursar, identifying strategies for increasing numbers and retention throughout the nursery and into Reception</li> <li>• Work closely with marketing to enhance communication and advertisement of open days and taster sessions.</li> <li>• Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school</li> <li>• Ensure staff attend relevant training and keep them up to date with best practice and current government policies</li> <li>• Ensure that adequate resources are made available to the Nursery/Foundation Stage</li> <li>• Recruit, interview and appoint new staff to the Early Years setting when needed</li> <li>• Lead a programme of induction for new staff</li> <li>• Arrange cover for staff absences</li> <li>• Oversee the pupil Progress Check and Reports at age two years</li> <li>• Keep abreast of current thinking by attending courses and continuing professional development</li> <li>• Review policies and procedures on a rolling basis with the Business Process Manager</li> <li>• Work closely with Nursery Manager and Business Process Manager to ensure Ofsted standards are met</li> <li>• Any other duties the Head Teacher deems necessary</li> <li>• Member of Preparatory School Senior Leadership Team</li> </ul>
Supervisory and managerial responsibilities	<ul style="list-style-type: none"> <li>• Ensure that the Early Years team work together effectively and efficiently, by providing excellent organisational ability, leadership and management skills</li> <li>• Supervise and support the Nursery Manager, Deputy Manager and Business Process Manager. Manage their day-to-day duties including recruitment and induction, appraisals and reviews, training and development, individual supervisions and disciplinaries</li> <li>• Embed a culture of continuous improvement in relation to service, quality and efficiency, and to foster strong team working.</li> <li>• Foster a team spirit amongst the staff</li> <li>• To identify and support further continued professional development within the Early Years Team</li> <li>• Ensure all staff understand EYFS framework</li> <li>• Project and other work as required by Head Master/Senior Leadership Team.</li> </ul>
Special working conditions	N/A

Person Specification	Key Qualifications, Knowledge, Skills and Attitude	
Key Qualifications	<p>Essential: Professionally qualified/relevant degree, plus hands-on experience in Nursery setting.</p> <p>Desirable: Administration or Management qualification</p>	
Knowledge required	Essential:	

	<p>Experience as an existing manager within an education setting.</p> <p>Strong leadership skills and the ability to support, develop and motivate staff.</p> <p>Experience of developing innovative solutions and contributing to strategic planning.</p> <p>Work successfully with a range of external agencies.</p> <p>Commit to safeguarding and child protection procedures and leading best practice.</p> <p>Desirable:</p> <p>Experience having led or been involved in an Ofsted or regulatory body inspection.</p>	
Skills required	<p>Essential:</p> <p>Ability to use a wide range of IT applications</p> <p>Desirable:</p> <p>Level 3 or higher childcare qualification</p>	
Attitude and Personality	<ul style="list-style-type: none"> <li>• Be an effective team player that works collaboratively and effectively with others</li> <li>• Develop and deliver effective and inspirational professional development for staff</li> <li>• Communicate effectively to a wide range of different audiences.</li> <li>• Support, motivate and inspire both colleagues by leading through example.</li> </ul>	
Special working conditions	N/A	

This job description is a brief and concise description of the above job.

Date: 30<sup>th</sup> July 2019

Prepared by: S Dose

Approved by: S Dose

I confirm I have read and agree to work in accordance with the job description outlined above.

Name of employee.....

Signature of employee..... Date .....