



RIPLEY COURT SCHOOL

Ripley Court School Job Description

NURSERY MANAGER

Ripley Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of the role:	<p>The role-holder will be responsible for the day-to-day management, staffing, organisation and smooth running of the Nursery at Ripley Court, and for ensuring that nursery life is safe, stimulating and compliant with EYFS and safeguarding requirements.</p> <p>Working 46 weeks of the year, the role holder will perform administrative duties during the holiday periods, with the potential to support the running of a 46 week a year Nursery in due course.</p> <p>A key part of this role will be to devise and implement strategy, keeping up-to-date with the EYFS and other curriculum requirements, and managing the Nursery budget.</p> <p>The Head of Nursery will be line managed by the Head of EYFS and KS1.</p>
Main Duties and Responsibilities:	<ul style="list-style-type: none">• Plan, prepare, deliver and develop a Nursery curriculum ensuring compliance with the Early Years Foundation Stage Handbook.• Oversee the activities of the children who attend the Nursery in order to ensure their safety, facilitate their educational development and develop supportive and caring relationships.• Provide care, attend to children's personal needs and undertake activities necessary to meet the physical, emotional and educational requirements of individuals, groups or a class of children.• Promote high standards, progression, continuity and quality of learning.• Observe, and maintain records of, children as individuals and in groups. Monitor behaviour, progress and possible developmental needs utilising specialist knowledge and experience.

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- Liaise with key staff and professionals such as the SENCO.
- Work in partnership with senior leadership to update and review the school development plan.
- Undertake training, as required.
- Maintain records of children's progress, in line with school procedure, and use these to develop future programmes and plans, as and when appropriate.
- Ensure that all Early Years compliance requirements are met in accordance with Early Years legislation and that the Nursery is inspection ready.
- Plan and organise staffing schedules and holiday rotas to ensure appropriate staffing levels are maintained at all times.
- Participate in the appointment of Nursery staff and support recruitment processes.
- Organise and participate in the key person system.
- Undertake performance reviews of all staff within the Nursery setting and promoting development and training opportunities.
- Plan and maintain an ongoing development plan for the Nursery indicating CPD and new initiatives.
- Monitor occupancy levels and work in partnership with the Marketing and Admissions team to promote the Nursery.
- Provide tours and taster sessions for prospective parents/carers, organise information evenings and open mornings, as appropriate, for parents of children in the Nursery and represent the Nursery at key events.
- Plan and check all reports and letters that are prepared by staff prior to being sent to parents.
- Attend all parents' evenings, open mornings any relevant events.
- Contribute and adhere to the School's policies with special reference to relevant EYFS, learning support, intimate care, safeguarding/child protection and equal opportunities policies.

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	<ul style="list-style-type: none"> • Provide first aid and administer medicines. Take all reasonable measures to ensure health and safety within the Nursery, including daily H&S checks. • Oversee display materials and teaching aids, undertake and/or delegate simple maintenance and repairs and clean and tidy up after use. • Ensure accurate reporting in respect of session numbers, quality and standards. • Liaise with the Finance team to ensure parents are correctly invoiced. • Collaborate with the Nursery team to ensure that all safeguarding policies and procedures are implemented. • Work collaboratively with the Ripley Court DSL to ensure best practice in safeguarding children. • Liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement. • Undertake such other comparable duties as the Headteacher requires from time to time. • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.
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Ripley Court School Person Specification

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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A minimum of English and Maths at GCSE (grades A - C). • EYFS Level 6, Early Years Professional Status or similar 	<ul style="list-style-type: none"> • QTS • Food Hygiene Certificate (training can be provided).

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	<ul style="list-style-type: none"> • Paediatric First Aid (training can be provided). 	
Experience	<ul style="list-style-type: none"> • Previous experience of working as a Room Leader or Early Years Teacher with a history of excellent practice (at least 2 year's experience). • Excellent knowledge of the Early Years Foundation Stage. 	<ul style="list-style-type: none"> • Previous experience of working within a management role. • Previous experience of managing a team within an education setting.
Skills	<ul style="list-style-type: none"> • Excellent planning and organisational skills. • Effective listening skills. • Excellent written and verbal communication skills and the ability to correspond effectively with parents. • Motivation and commitment to driving up standards of achievement. • Ability to use a range of ICT to gain participation and encourage learning. • Insight into student learning needs. • Up to date knowledge of Safeguarding legislation and guidance. 	
Personal competencies and qualities	<ul style="list-style-type: none"> • An enthusiastic and proactive leader who has an excellent understanding, application and delivery of early years education, particularly within a nursery setting. • A friendly, open, good-humoured and collaborative attitude, and a commitment to School ethos. • Genuine passion and a belief in the potential of every child. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Ability to maintain consistency and fairness 	