

## JOB DESCRIPTION

<b>JOB TITLE</b>	Nursery Manager
<b>DEPARTMENT</b>	Acorns
<b>REPORTING TO</b>	Head of Prep School
<b>SUPERVISORY RESPONSIBILITIES</b>	Assistant Nursery Manager and Nursery Staff
<p><b>SUMMARY OF JOB ROLE</b></p> <p>To be responsible for the day to day management, staffing, organisation and smooth running of the Nursery, ensuring that the best possible environment and care are provided for the children.</p>	
<p><b>MAIN DUTIES</b></p>	
1.	To play a key role in marketing the Nursery to prospective parents, working with the Marketing team. Attend and participate in Open Day events.
2.	To ensure all aspects of the EYFS curriculum is planned & delivered.
3.	To be responsible for the induction and training of new staff in the Nursery.
4.	To be responsible for new admissions including organising 'settling in' and home visits.
5.	To organise key worker groups.
6.	To organise and maintain all resources, equipment and consumables to a high standard, including ordering equipment and maintaining consumable stock levels.
7.	Ensuring that the Nursery is clean, safe and a welcoming environment.
8.	Managing the Nursery consumables/equipment budget to include submission of an annual budget bid and ongoing monitoring of expenditure.
9.	To contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
10.	To be responsible for high standards of care ensuring the Nursery is compliant with the Independent Schools Inspectorate EYFS regulations.
11.	To be responsible for maintaining registers, staffing ratios, organising staff rotas and breaks.



12.	To organise cover in the case of staff absence, annual leave and sickness absence.
13.	To be responsible for Health and Safety in Nursery including writing risk assessments and making daily checks.
14.	To liaise with the Site Manager regarding maintenance requirements.
15.	To manage, develop and support Nursery staff.
16.	Administering first aid, when required, and maintaining appropriate records of first aid given.
17.	To be responsible for ordering food served in Nursery through liaison with the Catering department.
18.	To identify staff training needs and facilitate training opportunities.
19.	To develop partnership initiatives for parents.
20.	To take responsibility for ensuring that relevant school policies and procedures including safeguarding and health and safety are fully implemented.
21.	Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
22.	Contribute to the school's programme of extra-curricular activities.
23.	Support and contribute to the school's responsibility for safeguarding children.
24.	Work within the school's health and safety policy to ensure a safe working environment for staff, children and visitors.
25.	Promote equality of opportunity for all children and staff, both current and prospective.
26.	Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with children, parents and colleagues.
27.	Engage actively in the performance review process, and training and development opportunities available.
28.	Undertake other reasonable duties related to the job purpose required from time to time such as working in other age groups as required and covering other members of staff.
29.	<p><b>Understand the importance of safeguarding in education</b></p> <p>In line with our commitment to safeguarding, all members of staff have a duty of care towards Ashville College pupils and are expected to report any such concerns to the Designated Safeguarding Lead.</p>
30.	Work in a manner that promotes and protects own health and safety, as well as that of other staff, children and visitors.



## PERSON SPECIFICATION

Please note, these are the criteria which will be considered as part of the selection process.

<b>EDUCATION AND QUALIFICATIONS</b>
<ul style="list-style-type: none"><li>• Possess a minimum NVQ Level 3 in Child Care and Education or equivalent – Essential.</li><li>• Knowledge of appropriate First Aid procedures – possess a Paediatric first aid qualification – Essential.</li><li>• Possess a Food Hygiene certificate Level 2 – Essential.</li><li>• Willingness to participate in further training and developmental opportunities offered – Essential.</li></ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"><li>• Relevant experience in an educational establishment/setting – good level of management experience in a Nursery setting – Essential.</li><li>• Demonstrable evidence of establishing positive relationships with children – Essential.</li><li>• Demonstrable evidence of experience in supporting children in a learning environment – Essential.</li><li>• Experience of managing staff – Essential.</li><li>• Experience of staff recruitment, monitoring staff performance and development, and evaluation of staff training needs – Essential.</li><li>• Experience of using performance management procedure, handling disciplinary, capability and grievance procedures – Desirable.</li><li>• Experience of handling parental complaints – Essential.</li><li>• Experience of Marketing – Desirable.</li></ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>
<ul style="list-style-type: none"><li>• Knowledge of EYFS requirements – Essential.</li><li>• Knowledge of Health and Safety at work – Essential.</li><li>• Competent IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software, able to support others with basic IT skills – Essential.</li><li>• Extensive knowledge of Safeguarding issues – Essential.</li></ul>
<b>SKILLS AND ATTRIBUTES</b>
<ul style="list-style-type: none"><li>• Good organisational and time management skills – Essential.</li><li>• Ability to organise and run staff meetings and briefings – Essential.</li><li>• Ability to work on own initiative and as part of the Nursery team and wider school community – Essential.</li><li>• Confident communicator with a professional manner – Essential.</li><li>• Development of the team to constantly improve Nursery provision – Essential.</li><li>• Ability to formulate operational plans – Essential.</li><li>• Ability to plan staffing rotas and deploy staff – Essential.</li><li>• Ability to train, manage and monitor staff, especially new staff, including monitoring leave and managing absence – Essential.</li><li>• Ability to ensure effective child development monitoring – Essential.</li></ul>



<ul style="list-style-type: none"> <li>• Ability to manage budgets effectively – Essential.</li> </ul>
<p><b>PERSONAL QUALITIES</b></p>
<ul style="list-style-type: none"> <li>• Be professionally discreet and maintain confidentiality on all school matters, at all times – Essential.</li> <li>• Commitment to equal opportunities – Essential.</li> </ul>

<b>PREPARED BY</b>	Human Resources
<b>DATE</b>	April 2021

*It is the shared responsibility of the job holder and their Line Manager to ensure that job descriptions are kept up to date.*

Job holder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

