



## **JOB DESCRIPTION – LITTLE UPTON NURSERY MANAGER**

Upton House is committed to safeguarding and promoting the welfare of children and young people, along with their protection and expects all staff and volunteers to share this commitment.

### TITLE

Little Upton Nursery Manager

### RELATIONSHIPS

Reports to the Head of EYFS for the organisation and curriculum development of the Nursery.

Will line manage the Oaks coordinator and Little Upton Holiday School coordinator to ensure high quality teaching, care and planning throughout the Nursery.

Works as part of the Little Upton Team on a daily basis, caring for children in our Acorns room (2/3 year olds).

### RESPONSIBILITIES AND KEY TASKS during term time

- To assist the Head of EYFS with the children and the administration in the Little Upton Nursery.
- To market the Little Upton Nursery to ensure that numbers remain buoyant.
- To plan Little Upton Open Mornings
- To promote the work and image of the School by always maintaining high standards of personal appearance and adopting a friendly, professional approach to parents, members of the public and the wider community
- To have a solid understanding of the Early Years Foundation Stage (EYFS) curriculum and assist the Head of EYFS with the planning, preparation and delivery of the curriculum and evaluation of activities
- To promote high standards, progression, continuity and quality of learning
- To observe children as individuals and in groups and monitor behaviour progress and possible developmental needs, utilising specialist knowledge and experience
- To adhere to the school's policies with special reference to the learning support, safeguarding and child protection, equal opportunities policies, and to help promote inclusion in the school
- To lead parent meetings with parents of children in key group
- To prepare notes for parent meetings.
- To ensure up-to-date records of the children's progress as part of the monitoring and reviewing of educational work programmes within the individual online profiles and to track children's progress through the production of online learning journals.
- To set targets for key children.
- To create Pupil Progress reports
- To write formal reports for the children during the Summer Term.
- To act as a key carer to a group of children, settling in children and working closely with families.
- To be responsible for the planning, setting up and clearing away of activities in the Nursery as a whole.

- To maintain, repair and clean any equipment e.g. books, aprons, dressing-up clothes, toys, games etc. and to tidy up after use
- To be concerned with the general welfare of the children, including matters relating to personal hygiene and health.
- To participate in school lunches with the children.
- To undertake outdoor play supervision within the Nursery and before and after-school duties where applicable e.g. prep, tea, early birds
- To undertake supervision of extended day activities when required for cover.
- To provide simple first aid, when necessary, and to take all reasonable measures to ensure health and safety in the classrooms
- To prepare classrooms and outdoor areas for play activities.
- To attend departmental staff meetings and other staff meetings as required.
- To attend planning meetings during the holidays
- To undertake setting-up and maintaining effective and efficient communication to parents.
- To be responsible for ensuring that the display boards are attractive and up-to-date.
- To undertake INSET courses as necessary for professional development.
- To be responsible, with the Head of EYFS, to update records and assess when necessary.
- To undertake such other duties consistent with the nature and responsibility of the post as may be reasonably assigned by the Head.

#### RESPONSIBILITIES AND KEY TASKS during the School Holiday periods

To be responsible for

- the day to day running of the Nursery when the Head of EYFS is not on site outside of the three main term times
- arrange standby cover in the event of staff absence
- provide SLT with a staffing schedule showing staff working and on standby each day of the holiday
- oversee activities of the children in order to ensure their safety
- develop a supportive and caring relationship with the children, providing care and attention to the children's personal needs, undertaking activities necessary to meet the physical, emotional and educational requirements of individuals, groups or a class of children. This will require knowledge of a range of strategies and a high level of skills developed through experience
- organising staff cover in the event of sickness using approved staff ensuring the correct ratios are always in place
- liaising and communicating with parents, building strong partnerships
- to track children's progress through the production of online learning journals.
- the administration of first aid
- the care, well-being and safety of the children
- supervising the children at all snack and mealtimes to ensure dietary needs are met
- ensuring the security of site when the Bursar or Site Manager are on annual leave
- opening up the school on rare occasions, if needed
- liaising with the Site Manager for any repairs necessary and to discuss scheduling any maintenance work
- work closely with the admissions officer to ensure new pupils' needs are correctly attended to
- keeping the Head of EYFS up to date with provision and practise
- liaise with the Finance Manager to ensure parents are correctly invoiced
- monitoring the cleanliness and hygiene of the building
- liaising with the Site Manager for any repairs necessary
- managing the holiday period budget



## Person Specification – Teaching Staff

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

### Essential qualities

- NVQ Level 3 as minimum
- professional approach to parents and colleagues
- motivation and enthusiasm to work with children
- emotional resilience in the working environment
- sense of humour
- loyalty and confidentiality in and out of working hours to the school
- team player
- supports the school's commitment in safeguarding and promoting the welfare of children and young people
- an updated knowledge of current educational practice
- ability to produce differentiated lessons that cater for a wide range of learning ability
- ability to use information technology to supplement education
- ability to communicate effectively to a variety of audiences both orally and in writing
- interested in extending knowledge and developing professional practice through training
- keenness to use initiative and be given responsibility
- ability to work some hours additional to normal working hours for purposes of training, meetings and parents evenings without additional pay