

## JOB DESCRIPTION & PERSON SPECIFICATION

**Department/School**

Nursery

**Job Title**

Nursery Manager

**Responsible to**

Head of Pre-Prep & Nursery

**Responsible for**

Room Leaders & Nursery Practitioners

**Contract**

Permanent, all year round

**Hours**

Full time, all year round - 8 hours per day + 1 hour break with a shift patterns between 7.30am-5.45pm.

**Salary**

£36,000 - £38,000 per annum dependent on skills and experience

**Purpose of the Job**

To effectively lead the Nursery in the day-to-day operations, in line with the School and Nursery policies and procedures.

This role supports the Head of Nursery and Pre-Prep, ensuring adherence to the EYFS curriculum and ISI/OFSTED legislation.

**Main Duties & Responsibilities**

**To ensure a safe environment for children and adults in the group including:**

- Equipment well maintained and safe to use.
- In conjunction with Head of Pre-prep and Nursery, Policies/ Procedures / Reviews are updated accordingly.
- Safeguarding.
- Good health, safety, and hygiene standards.

- Safety procedures for fire drill, arrival/departure and during the session itself enforced and regularly reviewed.
- First Aid boxes regularly replenished.
- Implementing school safeguarding policies.
- Awareness of all children's needs, special needs, equal opportunities etc.
- Follow the school's behaviour management policy.
- Ensuring sleeping children are in a safe environment, constantly monitored.
- Taking responsibility for the safety of your children at all times, particularly when swimming and PE.
- Risk assessments to be carried out daily/monthly as required.
- Being fully acquainted with the intimate care policy.
- Providing assistance when a pupil is ill, administering appropriate first aid, accompanying to the medical centre, and calling parents, liaising with the Nursery Practitioners and Head of the Nursery and Pre-Prep.

**To provide high quality care and education by:**

- Developing, with room leaders, the long term and medium-term plans which run on a two-year cycle and link into the creative EYFS curriculum. These should be weaved into the half-termly thinking maps which draw out the children's interests.
- Providing a wide variety of activities and equipment to stimulate and support the 7 areas of learning from the EYFS document both indoors and outdoors, utilising Forest School areas.
- Deploying the time and skills of adults (both staff and volunteers) so as to offer each child the attention stimulus and support which will ensure opportunities for continuity and progression in play.
- In conjunction with Head of Pre-prep and Nursery, looking at staff ratios to the fluctuation of children throughout the year.
- Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.
- Daily conversations with parents regarding any issues arising, supporting our "Open Door" policy.
- Telephone calls and emails to reassure/communicate as appropriate following any incidents which may have taken place during the Nursery day.

**To communicate well, by:**

- Providing honest and fair feedback to the Nursery Room Leaders/Head of Nursery and Pre-Prep.
- Sharing and working with the Head of Pre-Prep and Nursery on the Professional vision, contributing to development plans.
- To assist the Head of Nursery and Pre-Prep with the inspection paper work, policies and regulatory needs.
- To contribute to the management of the nursery budget.

**To supervise staff on a day-to-day basis.**

- Ensuring the Nursery is a stimulating learning environment with appropriate use of displays of children's work in the rooms.
- Ensuring that the rooms have sufficient resources and learning materials, liaising with the Head of Pre-Prep who holds the Nursery budget.
- Ensuring room leaders complete supervisions, rotas, planning and assessments on time.
- Leading room leaders in encouraging CPD opportunities within their rooms to facilitate an aspirational learning environment for the children.
- To lead appraisals for all Nursery staff.
- Ensuring all aspects of our safeguarding policies are being adhered to by all staff, including: intimate care, sleep and rest, eating etc

**To keep records including**

- Daily registers of attendance, one electronic copy and one hard copy in the traditional school register.
- Ensuring attendance is monitored and all absence accounted for.
- Accident and incident books.
- Overseeing allocation of key people to children, taking into account a variety of requirements.
- Overseeing that key people maintain their key children's personal pathways on a regular basis, incorporating regular observations, photographs, group time input, conversations with the children and building the children's next steps into planned outcomes for the children.
- Records and papers required by the Independent School's Inspectorate for inspection purposes along with the OFSTED requirements for our 0–2-year-olds.
- Inductions for new families or staff joining the school.
- Allocation of children into Nursery rooms to ensure we maximise our capacity.
- Leading Team meetings for Nursery staff alongside Head of Pre-prep and Nursery.
- Maintaining the staff qualifications log.
- Keeping accurate records of CPD staff receive.

**To liaise with parents, including:**

- To support Head of Nursery and Pre-Prep with Workshop activities and Inset ideas.
- Communicating Day to Day operations of the Nursery.
- Dealing with complaints and feedback.
- Contributing to the Courier.
- Assisting the Head of Pre-prep and Nursery with the development of the website.

**Other:**

- Keep up to date with any training as required by your line manager.
- Attend staff meetings as required.
- Carry out any other duties as commensurate with the role.

*The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the School.*

*This job is one that engages in regulated activity.*

## Person Specification

Taunton School seeks to deliver an exceptional educational experience in all fields to its pupils. It requires staff with the ability and expertise to support this ambition, and who believe that everything we do must have the education, wellbeing, and protection of children at its core.

Below are the specific requirements for this job:

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>Educated to at least NVQ L3 or equivalent.</li> <li>Possession of a minimum L3 Early Years qualification and Level 2 Maths Qualification</li> <li>Pediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li>Supervisory or management qualifications</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>Experience of managing a Nursery</li> <li>Demonstrable experience of leading a team within an early years setting</li> <li>Demonstrable experience of safeguarding policies and procedures</li> <li>Demonstrable experience of working with children</li> <li>Experience of government legislation relating to Safeguarding and Prevent</li> <li>Knowledge of external agencies that support children.</li> <li>Up to date knowledge of the EYFS Framework</li> </ul>	<ul style="list-style-type: none"> <li>Experience of a variety of Nursery settings</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>Excellent communication and listening skills.</li> <li>Excellent interpersonal skills</li> <li>Excellent organisational skills</li> <li>Excellent time management skills</li> <li>Good ICT skills</li> <li>Attention to detail with the ability to understand the bigger picture.</li> <li>Ability to prioritise workload and comply with tight deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>Professional photography/ strong photography skills</li> <li>Strong videography and editing skills</li> <li>Adobe light room for photo editing</li> <li>Ability to create video using Adobe Premier, to a professional level.</li> </ul>

<b>ATTITUDES &amp; APPROACH</b>	<ul style="list-style-type: none"> <li>• Ability to act with humility and kindness</li> <li>• Approachable and professional</li> <li>• A natural collaborator and team player</li> <li>• Flexible &amp; adaptable</li> <li>• Positive “can do” attitude.</li> <li>• Resilient</li> <li>• Able to work on own initiative</li> <li>• Discretion and the ability to deal with confidential information appropriately.</li> <li>• Caring and sensitive to the needs of children and young people</li> <li>• Committed to working together to safeguard children.</li> <li>• A willingness to enter the spirit of the school and contribute to the wider life and work of the school.</li> </ul>	
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*Taunton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any specific safeguarding responsibilities for this position are outlined in the job description.*

*Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, ID and Right to Work in the UK, satisfactory references, a successful enhanced DBS check, and satisfactory online searches.*