



# BROMSGROVE SCHOOL WINTERFOLD

PREP • PRE-PREP • NURSERY



Applicant information for the post of  
**Nursery Manager**

# Nursery Manager Job Description

## Purpose:

- To manage the day to day activities of the setting
- To develop partnerships with parents/carers to increase involvement in their child's development
- To manage staff within the Nursery
- To deliver and ensure a high standard of care, learning and development for the Nursery children

Reporting to: Headmistress and Head of Early Years

Responsible for: Pupils and school resources

Liaising with: Academic & Pastoral Deputies, teaching and support staff and parents

DBS check: Enhanced level

Working time: Full-time 8.00-6.00pm Monday - Friday.

Salary: Depending on experience

## Primary Job Functions

- To develop, monitor and manage the Nursery and oversee the day to day running of the premises including health and safety
- Ensure that policies and procedures, including OFSTED and ISI guidance are adhered to and that ratios are in line with policy
- To work closely with Admissions and the Head of Early Years with admissions procedures and to manage any expansion of numbers maximising occupancy
- Ensuring a high quality, play-based learning environment that provides challenging child-led and adult initiated opportunities, both indoor and outdoor, that is developmentally appropriate
- To lead on dissemination of good practice to colleagues.
- To be the main point of contact for families contacting the Nursery.
- To fulfil the role of designated person for the Nursery in respect to safeguarding.
- To provide a strong role model for nursery staff, demonstrating good practice, effective team-working, establishing positive relationships with children and parents, innovation through teaching and an agent for learning through play.





## Management Role

1. To further develop and implement systems for effective planning, observation and assessment, record-keeping and monitoring in the Nursery that supports the development of individual children
2. To contribute to the senior management team, including attending meetings and making such reports as appropriate
3. To host a wide range of visitors to the nursery and explicitly articulate the Nursery's pedagogy, vision and philosophy
4. To ensure that the Nursery meets the criteria for OFSTED and ISI inspections
5. To be responsible for the supervision of student and apprentice practitioners
6. To deal with all administrative tasks to ensure the smooth running of the Nursery including the collection of statistics for monitoring purposes and confidential up to date record-keeping
7. To line manage nursery staff
8. To coordinate the quality and curriculum outputs
9. To take responsibility for day to day staffing levels, including the deployment of staff and organisation of cover where appropriate
10. To manage the intake of new cohorts of children and ensure that all relevant forms are completed and signed
11. To ensure risk assessments are carried out and recommendations are implemented
12. To manage the Nursery budget
13. To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
14. To lead Open Days in order to promote the Nursery to prospective parents
15. To undertake any other reasonable duties as directed, in accordance with the School

## General Responsibilities

- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Undertake such duties and responsibilities as may be agreed with the Headmistress
- Actively promote the school's policies, procedures and codes of practice

This job description is current at the date shown. The School will endeavour to make any necessary reasonable adjustments to the job and the working environment for disabled job applicants, or for any employee who develops a disabling condition

## How to Apply

Please complete the online Application Form. **The closing date for all applications is Friday 24th September 2021.**

*The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening including checks with past employers and the DBS.*

