



Nursery Manager job description

Stramongate Nursery Job description

Our Vision

Stramongate Nursery aims to support all children to become enthusiastic, confident learners who are curious and who become independent in their learning as they grow and develop. We aim to support our children in developing friendships, being kind to each other and being respectful of individual's views.

Employment Details

Job title:	Nursery Manager
Reports to:	Nursery Trustees
Hours of work:	40 hours per week and 50 weeks per year – Job share/ Part time considered for the right candidate
Salary:	£37,000 (FTE)

Main duties and responsibilities

General

To lead the education and well-being of our Nursery-aged children ensuring a purposeful and engaging learning environment where children feel happy, safe and excited to start their learning journey.

Support the policies, ethos and vision of the Nursery and actively promote high levels of achievement in the nursery.

Lead the Nursery on a day to day basis alongside the Deputy Manager in collaboration with the trustees.

Support the evaluation of the effectiveness of the provision in the Nursery in close collaboration with the leadership team.

Activity planning and development

Provide leadership to the Nursery team in the planning and delivery of a creative and stimulating curriculum.

Ensure the curriculum supports a range of learning styles and develops each child's independence.

To work with Nursery staff to deliver learning to support the social and academic achievement of all learners within the Nursery

Take responsibility for the provision of high-quality learning activities throughout the nursery.

Monitor the progress of children and report evaluated data to the Trustees.

Share and model outstanding practice.

Leadership and management

Work with the leadership team to successfully implement policies and procedures.

To build and maintain positive and constructive working relationships with children, families, multi-agencies, professionals and colleagues to maximise children's development

Support and guide all team members working in the Nursery.

Support the induction, performance management and supervision processes for new and existing staff.

Use the Nursery assessment systems to monitor children's successes and plan for their next steps reporting progress for parents and carers.

Manage and plan the day-to-day running of activities, including efficient use of resources.

Support children within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all children.

Support the preparation for Ofsted inspections and work towards the Nursery's inspection goals.

Keep up-to-date with the requirements of the EYFS framework and communicate any changes as necessary.

Act as the Designated Safeguarding Lead for the Nursery following the safeguarding policies and procedures to ensure the safety of children is never compromised.

Support the designated SENCO ensuring that the Nursery is fully inclusive and meets the needs of individual children

Act as a role model for children, aid their cognitive development and help to give them the best start in life.

Ensure all health & safety regulations are upheld inline with government guidance for early years education settings.

Communication

Develop and maintain effective relationships with parents, colleagues, the trustees and the local community.

Maintain links with the LA advisory and support services.

Be proactive in communicating with the local community and look for opportunities to extend the curriculum to enhance teaching and learning in early years.

Attend meetings of the Trustees when requested.
Understand how to appropriately communicate with all children in the nursery, including those with SEND.
Additional duties
Promote the health and wellbeing of all children in the nursery.
Ensure policies and procedures are implemented to foster self-discipline, high standards of behaviour, and positive attitudes among all children.
Ensure that a high standard of personal care for all children is maintained.
Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
Any other reasonably duties as requested by your line manager.

Person specification

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • Full and relevant minimum level 3 qualification as set out in the Early years qualifications achieved in the United Kingdom • Relevant safeguarding/child protection training undertaken at Level 2 and a willingness to update to Level 3 on commencement as well as training regularly 	<ul style="list-style-type: none"> • Early Years Leadership Qualification (for example Early Years Professional Status) • Current Food Hygiene Certificate • Senco L3 award • Paediatric First aid training
Experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • At least two years of leadership and management experience, in an EYFS environment. • Experience monitoring and recording a child's development. • Experience of working with pupils with SEND, and pupils with emotional and behavioural difficulties • Sufficient experience of fulfilling a supervisory role within a Nursery setting, working with children aged 2 to 5. 	<ul style="list-style-type: none"> • Experience of being the SENCO in an Early Years setting

<p>Knowledge and skills</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • In-depth knowledge and understanding of the EYFS curriculum. • In-depth knowledge of current legislation. • An understanding of curriculum and pedagogical issues in relation to EYFS. • Creative and stimulating teaching strategies which engage and motivate children. • Knowledge of the principles of good practice relating to staff supervision. • An ability to identify problem areas and suggest appropriate measures for improvement. • An understanding of professional development opportunities for EYFS. • A clear understanding of how to monitor staff performance and take appropriate actions if needed. • An ability to maintain consistently high standards and ensure quality of teaching. • An ability to promote and sustain high standards for children. • A wide knowledge of educational terminology. • A clear understanding of child development and how this contributes to teaching strategies and learning styles. 	
<p>Personal qualities</p>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • A current enhanced DBS and barred list check. • Excellent communication skills, both written and verbal. • Demonstrable leadership qualities, e.g. assertiveness, confidence, resilience etc. • An ability to establish and maintain professional working relationships. • An ability to manage and prioritise a demanding workload, and that of others, if necessary. • A high level of accuracy and attention to detail. • Excellent time management skills and organisation. • An ability to model good practice and engage in self-reflection. • An ability to think strategically and manage problems. • Customer service skills. • A positive approach to learning and gaining new skills through teamwork and training opportunities. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Flexible, reliable, enthusiastic and patient. 	

	<ul style="list-style-type: none">• Inspiring and influential.• Able to take control, lead and manage situations.• Consistent in modelling good practice and behaviour.	
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