

Job Description

Job Title:	Nursery Manager
Responsible to:	Tiger Primary School Headteacher
Pay scale:	FST Grade G £22,963 - £25,996 per annum (£23,033 – £26,075fte)
Working Pattern:	40 hours per week, 42 working weeks per year

Main purpose of the role:

- To inspirationally lead and manage the staff team to ensure that all children attending the setting, receive high quality care, are kept safe and receive stimulating play experiences which meet their individual needs and interest.
- To ensure the setting continues to meet the safeguarding and welfare and learning and development requirements within the Early Years Foundations Stage, Ofsted and other legislative requirements.
- To monitor and evaluate practices, policies and processes that support children's education, development and wellbeing.
- To lead on making collaborative links with other settings and agencies to build in the settings continuous developments and improve outcomes for all children.
- To keep up to date with all local and national changes that affect early years and cascade relevant information to the staff team.

Key responsibilities:

- To role model and monitor high quality practices that will ensure the smooth day to day organisation and operation of the setting.
- To ensure that all management and business records are regularly updated and maintained.
- To monitor the effectiveness of designated roles within the setting.
- To build and maintain effective communication and positive relationships with staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality.
- To be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted to follow safeguarding procedures as detailed in the setting policy and as directed by the local safeguarding team.
- To ensure that health and safety procedures provide a safe environment that promotes health and wellbeing of all children, staff, families and visitors.
- To ensure that performance management systems are effective, including carrying out regular supervision meetings and annual appraisals with all staff, supporting improvements to practice and continuous professional development.

- To maintain an accurate succession plan which demonstrates the commitment to supporting staff's CPD and whole setting training requirements to ensure a highly effective staff team.
- To keep up to date with research and good practice, to improve own knowledge and understanding and ensure effective practice within the setting.
- To ensure compliance with all statutory requirements, including staff ratio etc...
- To be Lead DSL for Tiger Cubs Nursery
- To lead on accuracy, collation and analysis of summative assessments and ensure that planning processes are effective in providing stimulating and varied opportunities for children to be motivated and enthused in their learning.
- To ensure culture of excellence in all the setting activities is supported by thorough reflection and self- evaluation and that the drive for continuous improvement promotes high levels of achievement for all children.
- To work within the Trust's policies and procedures.
- To work in accordance with the Trust's Equality and Diversity policy.
- To work in collaboration and liaise with Tiger Primary School EYFS Lead, Trust Finance Director and Marketing Officer on effective business development, marketing and business administration

Designated Safeguarding Lead

The postholder is required to undertake the role of DSL. Training will be provided if necessary.

Health and Safety Statement

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and children.

Safeguarding

Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.