



Head of Nursery

Job Description

Reporting to the Head, and as a member of the MLT, the Head of Nursery will work closely alongside the MLT and SLT to oversee the day-to-day running and administration of the Nursery.

Main Duties and Responsibilities:

Strategic and Administrative

- To lead the Nursery's transition from term-time to year-round Nursery provision.
- To show prospective families round the Nursery in liaison with the Head of Admissions and Marketing.
- To manage the administration of Nursery sessions and Early Years claims.
- To prepare and distribute information to parents as relevant.
- To monitor/work with department colleagues to ensure their ongoing professional developments.
- To organise department meetings as appropriate, write and distribute minutes.
- To liaise with the Deputy Head/Bursar about the ordering of all equipment.
- To report to the Head about the organisation/running of the Nursery and its aspirations.
- To liaise with the Deputy Head and Head over staff timetabling requirements.

EYFS

- To have a full working knowledge and understanding of the Early Years Foundation Stage.
- To ensure that the Nursery is dynamic, creative and innovative.
- To help create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour.
- To be responsible for the standards of teaching and learning in the Nursery and advise on organisation of teaching groups.
- To ensure schemes are in place and updated as necessary and conform to relevant syllabus.
- To maintain records of schemes of work, resources inventory, school development plan, job description (school and if necessary department ones,) INSETs attended and needed, and all Early Years policy documents.
- To ensure consistent assessment and record keeping of pupils across the Department.
- To ensure the school's Learning Development policies are adhered to.

Safeguarding and SEND

- To be Designated Safeguarding Lead (for Early Years), including ensuring all Nursery staff receive regular training and remain up to date with safeguarding developments and ISI updates.
- To be the Nursery SENDCo, working closely with the school's SENDCo.
- To offer all children equal opportunities as set out in the Early Years Equal Opportunities Policy.
- To hold a current Paediatric First Aid Certificate.

Wraparound care

- To be responsible for the provision of wraparound care, including Breakfast Club, Creche and SG Extra.

Person Specification

Spring Grove School is dedicated to safeguarding and promoting the welfare of its pupils.

	Essential These are qualities without which the Applicant could not be appointed.	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.
Qualifications/ Professional Development	Minimum full & relevant level 6 childcare qualification Degree Minimum GCSE grade C (or equivalent) in English and Maths	QTS or EYT
Skills and Experience	Experience of teaching Early Years Fluent in written and spoken English Strong IT skills in Microsoft Office and/or GSuite (e.g. Word, Excel) and databases	
Knowledge	Knowledge of the Early Years Foundation Stage	Aware of legislative requirements, inspection regimes, Safer Recruitment and Safeguarding and general good practice as required
Personal competencies and qualities	Team player Organisation skills	

