

## Job Description

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**Job title:** Nursery Manager  
**Reports to:** Principal  
**Location:** Hartley Primary Academy

### Job Purpose

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the nursery, including the supervision of staff;
- To develop the ethos and to create a welcoming and family friendly environment;
- To contribute to the strategic planning, monitoring, evaluation and development of the Nursery in conjunction with the EYFS Leader;
- To ensure the EYFS is promoted and delivered within the setting and the principles adhered to;
- To be responsible at all times for high standards of care and education of children in accordance with statutory requirements;
- To order and maintain equipment and resources in the nursery;
- To keep a register and up to date records of all children using the nursery and to give regular feedback to parents about their child's development and progress;
- To be accountable and responsible for administration of funding forms; including adding new children's forms;
- To be responsible for admissions in line with the admissions policy;
- To be responsible for optimised occupancy levels in nursery.

### Main Duties and Responsibilities

- Responsible for management, supervision and appraisal of the following staff: Deputy Manager, nursery assistants, Level NVQ 2/3 workers, unqualified/Level 1/2 workers;
- Identify training needs of the nursery staff;
- Manage supply staff that may be required from time to time and supervise students on placement;
- Make recommendations and proposals about service developments and changes, but not to make decisions about substantive changes to the nursery;
- Play a key role in planning and monitoring of the nursery and implementing essential policies and procedures with guidance and in conjunction with the EYFS Leader. This will require creative thought together with an informed understanding of statutory requirements and best practice for childcare;
- Work to Nursery policies about Keeping Children Safe, Equal Opportunities, Data Protection and Confidentiality;
- Need to understand and implement policies and procedures (for example for Health and Safety) in relation to staff, rooms and resources;
- Act as the Designated Safeguarding Lead for the nursery provision, in the absence of the Principal;
- Ensure that the nursery provision is clean, safe and welcoming for families and staff;
- The Nursery Manager will be a key holder for the nursery.

### Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.