



## **Nursery Manager**

### **Job Description**

We are looking for an energetic and enthusiastic practitioner who will use their personal skills, knowledge and experience to manage and lead a high-quality Nursery, carefully delivering an Early Years Foundation Stage curriculum, alongside wraparound care.

Reporting to the Head and in collaboration with the Early Years Phase Leader, the Nursery Manager will work closely with colleagues both in the Nursery and School to oversee the day-to-day running and administration of Spring Grove's outstanding Nursery, and the School's wraparound provision.

### **Main Duties and Responsibilities:**

#### **Strategic and Administrative**

- Reporting to the Head and in collaboration with the Early Years Phase Leader, effectively managing the Nursery to maintain a high quality provision in line with the EYFS framework, and making strategic plans for its future
- Working with the Head of Admissions and Marketing to promote the Nursery and provide tours to prospective families
- Managing staff cover and deployment of staff for core hours and wrap around provision, ensuring ratio requirements are maintained, with the support of the Head and Deputy Head (Operational)
- Managing the administration of Nursery sessions and Early Years funding claims
- Preparing and distributing information to parents as relevant, and responding to enquiries
- Working with and monitoring Nursery colleagues to ensure their ongoing professional development
- Organising department meetings as appropriate, writing and distributing minutes
- Liaising with the Deputy Head (Academic)/Bursar about the ordering of all equipment
- Planning and managing the Nursery's Holiday Club, with the support of the Deputy Nursery Manager, to ensure continuity of the Nursery's quality provision
- Adhering to all school policies and procedures, including having a good understanding of staffing ratios and completing risk assessments
- Being responsible for the provision of wraparound care, including menu planning and ordering for Breakfast Club, Creche and SG Extra
- Supervising Creche from 3.30pm – 4.30pm one day per week

#### **EYFS**

- Creating a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour
- Positively promoting the Nursery at all times, developing a good relationship with parents and being a welcoming presence to any visitors entering the Department

- Ensuring that the Nursery is dynamic, creative and innovative, and fully compliant with the requirements of the Early Years Foundation Stage
- Helping to create a happy and secure environment in which children can develop confidence and grow as individuals, with positive management of children's behaviour
- Taking responsibility for the standards of teaching and learning in the Nursery, and advising on the organisation of teaching groups
- Ensuring schemes are in place and updated as necessary and conform to the relevant syllabus
- Maintaining Early Years policy documents
- Ensuring consistent assessment and record keeping of pupils across the Department, including through the administration of Tapestry

### **Safeguarding and SEND**

- Fulfilling the role of a trained Deputy Designated Safeguarding Lead (DDSL), reporting to and with the support of the school's DSL
- Being Nursery SENCo, working closely alongside the school's SENCo
- Offering all children equal opportunities
- Being Paediatric First Aid trained (training provided)

All staff are responsible for the safeguarding of children in line with the School's Safeguarding & Child Protection Policy. All new staff will be provided with training to enable them to do so.

### **ALL STAFF AT SPRING GROVE SCHOOL**

All staff at Spring Grove School are required as part of their salaried employment to:

- Promote the best interests of the School through the excellence of their own work and courtesy shown to visiting members of the public, prospective and present parents, and other professionals.
- Work cooperatively with other colleagues in the Nursery and School.
- Act professionally in all situations.
- Attend and contribute constructively to meetings, as required to do so.
- Arrive at school at a time to ensure they are prepared to organise or assist as needed.
- Attend school functions and concerts, as required to do so.
- Help review policies and to participate in working parties, as required to do so.
- Take responsibility for the development of their own careers, through training and the acceptance of additional responsibilities.
- Be conversant with the School's Safeguarding Policy and treat pupils with kindness and respect.
- Be aware of the School's Health & Safety Policy, to abide by it, and to make a positive personal contribution to its further development.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

## Person Specification

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

	<b>Essential</b> <i>These are qualities without which the Applicant could not be appointed.</i>	<b>Desirable</b> <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.</i>
<b>Qualifications / Professional Development</b>	Minimum full & relevant Level 3 childcare qualification  Minimum GCSE grade C (or equivalent) in English and Maths	Minimum full & relevant Level 6 childcare qualification;  Degree in Early Childhood Studies;  Early Years Teacher status
<b>Skills and Experience</b>	Experience of teaching Early Years  Fluent in written and spoken English  Strong IT skills in Microsoft Office and/or GSuite (e.g. Word, Excel)	Prior experience of managing a Nursery  Managing and leading a team
<b>Knowledge</b>	Knowledge of the Early Years Foundation Stage	Awareness of legislative requirements, inspection regimes, Safer Recruitment and Safeguarding, and general good practice as required
<b>Personal competencies and qualities</b>	Team player Strong organisation skills Patient Calm	Creative