



## **Nursery Lead Practitioner Job Description**

**Job Title:** Nursery Manager  
**Responsible to:** Early Years Lead / Head Teacher  
**Pay Scale:** Dependent on experience and qualifications

### **School Ethos**

All stakeholders at Bishops Down Primary School ASPIRE to exemplify the following values:

**Achievement** *in personal goals and academic attainment*

**Self-belief**, *to be confident in different situations*

**Perseverance**, *to be resilient in times of change*

**Independence**, *to be a life- long learner*

**Respect** *for each other and the world around them*

**Equality** *for all*

Together with the Teacher Standards, these values are the foundation of every job description.

### **1. Job Purpose**

To provide safe, high-quality education and care for early years children, ensuring compliance with all legal and statutory requirements. The Nursery Manager leads and manages staff on a day-to-day basis, offering effective supervision, leadership, and mentoring to the nursery team.

The role involves contributing to and implementing Early Years policies, maintaining a strong understanding of regulatory and practice requirements, staff management, customer service, and the factors that underpin high-quality care and learning for young children. Additionally, the Nursery Manager is responsible for marketing the nursery to achieve occupancy targets and maintain a positive local reputation. Excellent verbal and written communication skills are essential. The role also includes leading children's development, learning, and play across the nursery and managing the key person system to build strong relationships with children and their families.

### **2. Key Responsibilities**

- Ensure high-quality education and care for all children.
- Lead and supervise staff, including appraisals, training, and performance management.
- Plan and monitor learning activities and enrichment events.
- Maintain accurate records (attendance, accidents, assessments).

- Promote health, safety, and wellbeing across the nursery.
  - Market the nursery to maintain occupancy and reputation.
  - Build strong partnerships with parents and external professionals.
  - Participate in Ofsted inspections and school leadership activities.
- The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.
  - The employee is expected to show a commitment to promoting the ethos and values of the school, ensuring an environment that empowers pupils to achieve their highest potential.
  - This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

### **3. Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### **4. Safeguarding**

- The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

### **5. Personal Specification**

#### **Essential Qualifications & Experience**

- Level 3 or above qualification in Early Years Education and Childcare (or equivalent).
- Minimum of 2 years' experience in a leadership or management role within an Early Years setting.
- Sound knowledge of the Early Years Foundation Stage (EYFS) and statutory requirements.
- Experience in staff supervision, performance management, and team leadership.
- Experience of effective planning and assessment of pupil progress in Early Years
- Experience in safeguarding and child protection, with knowledge of relevant legislation.

## Skills & Competencies

- Excellent communication skills (verbal and written).
- Strong organizational and time-management skills.
- Ability to lead, motivate, and develop a team.
- Competence in planning and delivering high-quality learning experiences.
- Ability to build positive relationships with children, parents, and external professionals.
- Problem-solving and decision-making skills under pressure.

## Personal Attributes

- Passionate about early years education and child development.
- Approachable, empathetic, and professional demeanour.
- Commitment to continuous professional development.
- High standards of integrity and confidentiality.

## Desirable

- SENCO training or experience.
- Experience in marketing and promoting early years settings.
- Knowledge of health and safety regulations and risk assessments.
- QTS status (or professional Early Years qualifications)

## 6. Personal and Professional Conduct

### In regard to yourself:

- Set a good example in terms of dress, conduct, punctuality and attendance in line with the Code of Conduct.
- Deploy support staff (Teaching Partners) effectively.
- Communicate respectfully and effectively with parents, including regard to pupils' progress, achievements and pastoral information.
- Attend and contribute to EYFS staff meetings.
- Commit to own professional development through school-based research projects.
- Retain a positive attitude towards the role and where issues arise, discuss with the Key Stage Lead, Deputy Head teacher or Head teacher to enable the issue to be resolved.
- Model positivity towards others and support team members in overcoming issues and difficulties that may arise.
- Show tolerance of and respect for the rights of others
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law

### In regard to pupils:

- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Have a regard for the need to safeguard pupils' well-being, in accordance with statutory provisions

In regard to the school:

- Support and make a positive contribution to the aims and ethos of the school
- Uphold the school's policies and uniform regulations.
- Adhere to all school policies, including code of conduct.
- In relation to the School Development Plan, to carry out all duties and actions allocated specifically to you to the best of your ability.
- Uphold the fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Have an understanding of, and always act within, the statutory frameworks which set out your professional duties and responsibilities.

Agreement signatures:

Post holder..... Date.....2026

Head Teacher ..... Date .....2026

Review Date: .....