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| **Job Description River Mill Primary School**  |
| **Job title: Nursery Manager** |
| **Reports to: EYFS and Nursery Lead** |
| **Current Grade: KR 7** |
| **PURPOSE OF JOB** * To be responsible for the development and daily management of the Nursery providing a safe, caring and stimulating environment for pupils.
* To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.
* To develop and implement Early Years curriculum plans with support from the EYFS & Nursery Lead
* To develop, implement and review the policies, procedures and practices within the Nursery.
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| **Main Duties and Responsibilities:*** Undertake the daily management of the Nursery to ensure that high standards are developed and maintained throughout, provide appropriate activities for all areas of the EYFS curriculum, celebrating the diversity of our community and ensure the staff are properly deployed in the setting.
* Manage the observation of each child’s progress and report on achievements and ensuring all profiles are kept up to date.
* Ensure staff assist children with personal care, including changing nappies, assisting with toileting and other associated welfare duties.
* Participate in the recruitment and selection of Nursery staff alongside the EYFS and nursery lead.
* Keep abreast of legislation, guidelines, policies etc. to ensure the National Standards are met at all times.
* With the EYFS and Nursery lead develop and regularly review policies and procedures to ensure compliance with legislation and regulations and be aware of H&S regulations to ensure the Nursery is kept to the required standard.
* To liaise with Ofsted and other professionals as necessary and ensure that all legal and statutory requirements are implemented, and to provide reports as required.
* Monitor the number of places being used in the Nursery; deal with initial enquiries for places, issue information (registration forms and nursery admissions policy) and ensure that all forms are completed correctly before admission in order to ensure that the Nursery is run efficiently.
* Oversee the purchase and maintenance of resources to ensure the Nursery is suitably equipped within the allocated budget
* Support staff in the development and maintenance of appropriate planning, observation and assessment procedures.
* With support from the EYFS and Nursery lead train staff on the assessment platform ‘Evidence Me’ and share assessments with parents.
* Ensure that appropriate records and administration systems, including the children’s personal information, attendance and lunch registers, health and safety, sickness records are maintained to ensure confidentiality of information.
* Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience in order that they receive the appropriate support and guidance.
* Act as the designated safeguarding lead in the nursery, working with other professionals in the identification and monitoring and management of safeguarding.
* With direct support from the EYFS and Nursery Lead to take responsibility for ensuring that performance management systems are in place and followed, including induction, probation, supervision, team meetings and appraisals.
* With support from the EYFS and Nursery Lead to provide induction training and monitor the progress of new employees during the probation period.
* To identify staff training and development needs, planning with the EYFS and Nursery Lead to ensure these needs are met.
* The Manager will be expected to work with other school colleagues on the marketing and promotion of the Nursery in order to raise the profile and awareness of the Nursery.
* The nursery manager will be required to prepare and present reports termly to the HT, LGB and Trustee.
* The post holder will be expected to attend staff meetings and training sessions as required to maintain and develop professional skills and competencies.
* To work in partnership with early years professionals and agencies for example Health Visitors, the Kent Local offer and early help agencies.
* Manage the administering of medicines following nursery policies and procedures.

**Parent Partnerships*** Work in partnership with parents/carers, recognising that parents are their children’s first educators, and encourage parental involvement in the nursery.
* Constantly look for new ways to improve the parent partnership and communication.
* Provide the escalation point for parent/carer complaints, grievances or other issues.
* Ensure staff awareness and understanding of the cultural, religious, ethical or personal preference issues that some parents may have in relation to their child.
* Ensure staff maintain the parent and carer register when parents drop off or collect their child.

**Room Responsibilities*** Ensure that risk assessments for the nursery is carried out in accordance with nursery policies and at the correct time and frequency.
* Ensure that the nursery is kept tidy and organised and that resources are stored correctly, cleaned regularly and breakages reported used the appropriate in-school systems.
* Ensure that resources for the rooms are ordered in a timely fashion and in accordance with nursery budget and are age appropriate.

**Health & Safety Responsibilities*** Manage the safety and security of all children, staff and visitors to the nursery.
* Help carry out regular assessments to ensure all nursery health and safety procedures are adhered to.
* Ensure that staff and parents adhere to the policies relating to phones, cameras and other media.
* Ensure that the nursery is GDPR compliant and follow all confidentiality procedures.
* To ensure the welfare and safety of children is promoted within the setting and that any child protection concerns are always appropriately acted upon immediately following all school policies and procedures.
* To ensure records are properly maintained and updated including daily attendance registers, accident and incident books etc;
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| **CONNECT SCHOOLS ACADEMY TRUST****PERSON SPECIFICATION River Mill Primary School**  |
| **Title: Nursery Manager Reports to: EYFS & Nursery Lead** |
| **EXPERIENCE (Essential Requirements)*** Have relevant qualifications (e.g. NVQ3 in Learning Support/ Level 3 Teaching Assistant, NNEB, Paediatric First Aid, Level 2 Food Safety & Hygiene) or relevant experience
* Possess or be willing to obtain Paediatric First Aid Certificate.
* Minimum of 2 years supervisory or management experience in an early years and childcare setting.
* Experience and understanding of multi-agency and partnership working.
* Experience of basic technology (computer, video, photocopier)
* Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.
* Knowledge and proven practical experience of implementing good quality learning opportunities.
* Willingness to attend meetings and training appropriate to the role
* Experience of working with children with additional needs
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| **QUALIFICATIONS/TRAINING (Essential Requirements)*** Have relevant qualifications (e.g. NVQ3 in Learning Support/ Level 3 Teaching Assistant, NNEB, Paediatric First Aid, Level 2 Food Safety & Hygiene) **or** relevant experience
* Possess or be willing to obtain Paediatric First Aid Certificate.
* Very good numeracy/literacy skills
* A knowledge and skilled use of a range of learning styles and teaching strategies to support children’s learning
* Current paediatric first aid qualification or willingness to undertake (training will be given)
* Safeguarding children and child protection training at a designated person level or willingness to undertake (training will be given)
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| **KNOWLEDGE/SKILLS (Essential Requirements)*** Have a working knowledge of the EYFS and the statutory requirements
* Be able to form good relationships with children, parents and colleagues and be caring and empathetic, with an approachable manner
* Demonstrate good communication skills, both oral and written
* Be able to conform to all our policies and procedures
* Knowledge of how to support children with a variety of additional needs
* The ability to extend children’s thinking through effective questioning.
* Takes an active involvement in the planning of the nursery curriculum throughout the nursery and within small group activities able to monitor the planning of others.
* Has an up-to-date knowledge of relevant legislation and guidance in relation to working with and the protection of children.
* Has a commitment to the protection and safeguarding of children and can act as a child protection officer.
* Ensures records are properly maintained and updated.
* Can use ICT effectively to support learning and keep records.
* Familiarity with the Special Educational Needs Code of Practice.
* Excellent organisational skills
* Can effectively lead a staff team.
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