



Job Description

Nursery Manager



Location: Sunnylands Nursery, 52 Headlands, Kettering, NN15 6DJ

Accountable to: Headteacher

Reports: Deputy Nursery Manager, Nursery Practitioners, Early and Late Club

The role of Nursery Manager is a full time position (part time considered for the right candidate).
Term time only (38 weeks)

Starting September 2023

Main Duties

- To be responsible for the daily running and administration of the nursery.
- To plan, evaluate and monitor the nursery's curriculum in line with EYFS requirements.
- To oversee and provide high standards of care within the nursery in regards to the planning, delivery and monitoring of the curriculum, resources and environment, in accordance with the children's individual needs and development.
- To review, write and adhere to all nursery procedures.
- To adhere to and follow all health and safety policies and procedures.
- To develop and renew the nursery's policies in line with the school.
- To ensure all staff adhere to and follow the nursery's policies and procedures.
- To be the Nursery's designated lead for child protection and safeguarding reporting to the DSL.
- To supervise the nursery's staff, volunteers, work experience and student placements on a daily, weekly and monthly basis.
- To contribute to and attend supervisions and staff appraisals that promote a culture of self-evaluation and reflective practice throughout the nursery.
- To attend, plan and run team meetings.
- To have a clear vision to grow and promote the nursery by monitoring and evaluating the nursery's performance and provision.
- To ensure regular audits are carried out including annual ordering for nursery.
- To be responsible for the day-to-day cleanliness and security of the nursery liaising with the Site Manager.
- To ensure the safe recruitment of staff, following the safe recruitment policy.
- To manage the admin of the nursery as requested by the Bursar or Headteacher including staffing, Headcount and Funding.
- To attend additional training events and meetings as identified for training requirements.
- To supervise, care for and protect the children from dangerous or harmful situations and enhance their general health, wellbeing and development.
- To manage the care and supervision of nursery children in Early and Late Club including the staffing of Early and Late Club.
- To keep accurate and up-to-date records of the children and nursery, including records of progress and any behavioural and developmental reports including proofreading practitioner reports.
- To liaise and work in partnership with external agencies (both statutory and voluntary) to support children within the nursery as appropriate.
- To liaise with parents/carers about their children's needs, interests and progress through regular reports, meetings and communications. This includes organising regular parent events.

Please note that this is not an exhaustive list of duties. The Nursery Manager will be required to undertake any other reasonable duties outlined by the Headteacher.

	Essential	Desirable
Qualifications and Experience	<p>A minimum of an NVQ Level 4 or equivalent qualification, degree level preferred.</p> <p>Maths and English qualifications at GCSE level or above.</p> <p>2 years experience within a managerial or leadership role in an early years setting</p> <p>2 years experience within an early years setting</p> <p>Safeguarding and Child Protection training</p>	<p>Record of achieving excellent outcomes for children</p> <p>A Paediatric First Aid qualification completed within the last three years</p> <p>Basic Food Hygiene certificate</p>
Specialist Knowledge	<p>The statutory requirements of legislation concerning Equal Opportunities, Health and Safety, SEND and Child Protection</p> <p>Knowledge of The Childcare Act (2006)</p> <p>An understanding of leadership and management</p> <p>A knowledge and understanding of nursery organisation, learning strategies, setting up and managing a free-flow environment</p> <p>EYFS welfare, learning and development requirements</p> <p>Strong understanding of the EYFS</p> <p>Knowledge and experience of ISA and ISI inspections</p> <p>Knowledge and understanding of SEND</p> <p>Experience administering Early Years funding</p>	<p>The use of ICT to effectively support teaching and learning and to monitor children's progress</p> <p>An understanding of marketing and admissions trends</p>
Skills and Abilities	<p>Ability to communicate confidently and professionally with a wide range of people</p> <p>Good organisation skills</p> <p>Competent with numbers</p> <p>Ability to prioritise workload and delegate appropriately</p> <p>To promote and portray the nursery's aims positively</p>	<p>A good standard of IT skills</p> <p>Knowledge of Tapestry and BromCom</p>

	Deal with conflict in an appropriate manner Be reflective and evaluative Work under pressure The ability to lead and motivate a team	
Personal Characteristics	<ul style="list-style-type: none"> ● Resilient ● Sense of humour ● Passionate ● Flexible ● Committed ● Positive ● Hardworking 	Desire to continue with CPD

Vacancy Details

We are seeking to appoint an enthusiastic and passionate Nursery Manager to join us. The Nursery Manager is responsible to the Headteacher for the successful and efficient running of the School nursery (Sunnylands Nursery).

In return you will be a valued and central part of the team within the School. We expect all of our staff to engage in self-reflection and development, and to contribute to on-going improvements within their area of work and across the School as a whole.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

The School will seek evidence of the following criteria from the following:

- Application form
- Letter of application (cover letter)
- References
- Interview
- Qualification certificates

In return, we offer you

- A safe and happy school,
- Talented and dedicated colleagues with inspirational team spirit,
- Children who are enthusiastic to learn, with outstanding behaviour,
- A supportive and nurturing ethos which will help you fulfil your potential.

Safeguarding

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo an enhanced DBS check. In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

Application Information

Applications should be made on the school application form and supported by a handwritten cover letter.

Completed forms should be posted to the following address:

Mr M Thomas, Headteacher, St Peter's School, 52 Headlands, Kettering, Northamptonshire, NN15 6DJ or emailed to STPSoffice@st-peters.org.uk, (no agencies please)

NB: Our safer recruitment regulations mean that we are unable to accept CVs in place of an application form, but a CV may be submitted as additional supporting documentation.

St Peter's School is an equal opportunities employer.