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**Nursery Manager**

**Job Description**

**Summary of the Role**

Job Title: Nursery Manager

Location: Lichfield Cathedral Junior School

Reporting Line: Head of Junior Years

Role Summary: The position will be taking on the full management of Lichfield Cathedral Junior School’s recently expanded Nursery. This is a new role and a great opportunity to be creative, and the successful applicant will have a strong background in early years education and leadership, a passion for children’s development, and the ability to manage and motivate a team of childcare professionals. The nursery will be educationally focused, the right candidate would be able to reflect this ethos within the day to day running.

Line Management Responsibility: Nursery Practitioners

**Purpose of the Role**

* To positively and actively contribute to the School by managing high quality, engaging Nursery Care provision.
* To work with children between 2 and 4 years of age, to deliver play opportunities that meet the requirements of the School, and inline with the EYFS Framework
* To plan and manage the daily provision for Nursery Care.
* To effectively line manage the Nursery Team

**Key Responsibilities**

* To prepare and organise a daily programme of interesting activities for children aged 2-4.
* To manage staff and work experience students.
* Oversee the planning and implementation of the Early Years Foundation Stage (EYFS) curriculum to meet the individual needs of all children.
* Monitor the premises in terms of health and safety, repair and security.
* Safeguard and promote the welfare of the children and follow the School’s procedures for the safeguarding of children.
* Ensure that a caring and stimulating environment is provided for pupils, that takes into account individual development needs.
* Keep a record of any accidents or injuries that occur during sessions.
* Update relevant policies and prepare risk assessments as necessary in conjunction with the Head of Junior Years and other members of the Senior Leadership Team.
* To lead the day-to-day management and organisation of the nursery.
* Stay informed of the latest trends, legislation, and best practices in early years education and childcare.
* To provide line management to a team of nursery practitioners, supervising their activities and inducting new staff members.
* Work with all staff to ensure and provide care, play opportunities and activities in a nurturing and safe environment, with regard to the individual development needs of the children.
* To lead and motivate a team of staff to deliver high quality creative educational opportunities in a safe and caring environment.
* Liaise with the School with regard to the needs of the children.
* To liaise with parents as necessary.
* To use nursery software to manage session bookings, communications with parents, staff rotas and monthly billing processes and other associated duties.

**General Duties Include:**

* Maintaining good order and discipline among the pupils and safeguarding their health and safety; following all aspects of the School’s Safeguarding Policies, including informing the Head of Junior Years, Deputy Head or a member of the Senior Leadership Team of any concerns.
* Participating in administrative and organisational tasks related to such duties as are described above.
* To ensure Nursery Practitioners are delivering the planned activities in a way that meets the standards and requirements of the School.
* To ensure the site is safely set up and all checks completed.
* To monitor inventory and equipment and maintain records of this.
* To evaluate the team and individually on their delivery of Nursery Care.
* To feedback to the Head of Junior Years regularly on the provision.
* To ensure that children’s safety is at the centre of daily practice and correct Health & Safety and Safeguarding procedures and policies are followed at all times.
* To ensure that children with a range of needs and abilities are included and supported in all activities.
* To support children with emotional or behavioural problems and help develop their social skills

**Line Management**

* Lead, manage, and motivate a team of nursery staff, ensuring high-quality care and education is consistently delivered.
* To encourage and contribute to an environment where staff are striving for high quality Nursery provision.
* Uphold, implement and regularly review all policies and procedures of the group in conjunction with the Head of Junior Years.
* Maintain all records relating to the management ensuring confidentiality and data protection of the children, their families and members of staff.
* Liaise with the School’s Finance team to ensure rigid financial control of the Nursery budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
* To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance, maintaining records of staff attendances and managing staff absences and lateness.
* To ensure that all staff work within the policies and guidance and procedures of the Schools’ policies.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Nursery, the School’s safeguarding policy, and in line with the EYFS Framework
* To liaise with the admissions team with regard to promoting Nursery.
* To carry out any other duties which will be seen to enhance the work of Nursery.
* To ensure that the recruitment and induction of staff is carried out in accordance with the School’s policies and in line with the EYFS Framework.
* To manage cover for staff illness, create staff rotas, etc.
* To take responsibility for personal professional development.
* To ensure the successful and effective implementation of the EYFS framework is caried out by all staff.

**Responsibilities**

* To be aware of your responsibilities in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999.
* To ensure that all Health & Safety procedures are implemented, and records are maintained accurately.
* Be aware of and support difference and ensure equal opportunities for all.
* The postholder must comply with the Equal Opportunities Policy and Health and Safety Policy.
* Contribute to the development and implementation of the overall ethos/work/aims of the School.
* Develop and implement strategies to improve the nursery’s provision and drive continuous improvement.
* Develop constructive relationships amongst colleagues.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Contribute to the safeguarding and promotion of the welfare and personal care of the children.
* To undertake such other duties which may reasonably be regarded as within the nature of the duties/responsibilities/grade of the post.

**Person Specification**

Job Title: Nursery Manager

Responsible to: Head of Junior Years

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|  | Essential | Desirable |
| Skills and Abilities | * Must possess good communication skills. * Ability to lead a team, demonstrating enthusiasm and motivation. * Ability to manage staff successfully. * Ability to deal with unexpected/difficult situations in an appropriate manner. |  |
| Knowledge and  Experience | * Experience of working with an educational setting. * Experience of working with children of nursery age. * Proficient using Microsoft applications, such as Word and Excel. * At least 2 years experience of the Early Years Foundation Stage (EYFS) framework | * First Aid and Paediatric First Aid certification. * Experience working with children with additional needs. * Previous experience in managing or overseeing the operation of a nursery or early years setting, especially one that is educationally focussed * Knowledge of ISI Standards |
| General Attributes | * Hardworking. * Enthusiastic. * Eager to lead. * Good team-worker. * Professional. |  |
| Professional Qualifications and Training | * Level 3 Early Years Educator qualification or equivalent as a minimum; higher qualifications such as a Level 5 or 6 in Early Years or a Foundation Degree in Early Childhood Studies is preferred. * A level 2 in Maths, or be willing to gain this qualification within 2 years of starting the role |  |