



FOREST PARK  
PREPARATORY SCHOOL

**JOB DESCRIPTION**

**JOB TITLE: Nursery Manager**

We are looking for a dynamic nursery manager who has significant experience of managing an outstanding nursery with the ability to lead and inspire staff of all levels. In return we offer excellent rates of pay with ongoing support and career development for this full time position.

**Reporting Responsibilities**

The Nursery Manager will report to the Senior Leadership Team (SLT)

**Main Purpose of the role:**

- To ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs
- To ensure a high standard of physical, emotional, social and intellectual care for children placed in the nursery, including monitoring, evaluating and developing the provision
- You will have a proven track record in having strong working partnership with the parents at your last or current setting

**Summary of responsibilities**

- Oversee and develop the curriculum, operating policies and procedures for the nursery
- Implements the operational framework and standards to ensure the smooth running of the nursery
- Oversee the induction for all staff in line with the Foundation appraisal system C
- Compile and manage an approved budget for the Nursery
- Alongside the SLT ensure the School Development Plan and School Evaluation Form is correct and relevant
- Work with the admissions and marketing team, to effectively market the nursery to prospective parents
- Together with SLT, recruit additional members of staff

**Key responsibilities**

**1. Staff management and development**

- Leads and manages a team, motivating them with a shared sense of direction, pride and energy.
- Responsibility for the recruitment and overall management of all nursery staff, including staffing rotas and chairing staff meetings as appropriate.
- Liaises with SLT on HR related issues.
- Monitors all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery's policies, procedures and core values.
- Identifies staff training and developmental needs, planning with SLT to ensure these needs are met.
- Plans, manages and implements the annual appraisal process, liaising with the Head as required.

**2. Operational control**



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- Develops and manages the operational framework and standards to ensure the smooth running of the nursery at all times.
- Ensures the required standards, ratios and conditions of registration are maintained at all times.
- Monitors occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.
- Ensures that the nursery's procedures on Safeguarding are adhered to liaising with the Designated Safeguarding Lead.
- Ensures the highest standard of safety and security within the nursery, in particular that security systems are always fully operational and used properly by all staff.
- Establishes all appropriate emergency procedures.
- Responsibility for all health and safety issues within the nursery, ensuring compliance with the school's Health and Safety Policy and procedures at all times.
- Works with the catering team, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.
- Responsibility for the day to day management of the premises and services, liaising with the Estates manager to ensure essential repairs and maintenance of the building are carried out.

### **3. Curriculum development and childcare practice**

- Ensures that the planning and organisation of a quality educational provision is carried out to meet the Early Years Foundation Stage Curriculum. Taking into account any equality and inclusion requirements.
- To develop and implement initiatives that support children ensuring their individual needs are met within the group setting.
- Monitors and evaluates the effectiveness of the curriculum provided and identifies areas for development.
- Ensures that individual records of all children's education developmental progress are kept, based on day to day observations.
- Ensures the implementation of the Special Educational Needs Code of Practice and liaises with the Early Years Special Needs Advisor in all matters relating to children with special educational needs, working closely with the school SENCo.

### **4. Record keeping and reports**

- Collects and maintains accurate statistical and personal records relating to staff, children and families at the nursery, providing regular reports to the Head and other relevant parties.
- Ensures safe storage and appropriate access for all information, to guarantee compliance with data protection legislation.
- Reports regularly to parents, senior staff and governors around pupil performance and development goals.

### **5. Parental involvement: managing relationships and sharing information**

- Builds strong parent/carer relationships through day to day liaison with parents, resolving any issues or complaints as they arise.
  - Encourages the involvement of parent/carers at all levels in the work of the nursery, including regular reviews of children's progress.
  - To work in partnership with parents providing high levels of customer care at all times.
6. Liaison with outside agencies



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- Together with SLT links and a close working relationship with Trafford Council's Early Years Team to ensure that the nursery receives all information and support available.
- Develop 'learning partnerships' with other industry leading nurseries and childcare organisations, to ensure that provision of care is as high quality and innovative as possible.

## 7. General

- Attends and contributes regular operational and strategy meetings with the school leadership team.
- Undertakes any other duties within the scope of the post as required.
- Maintains a flexible approach to the work of the nursery in response to the needs of children, families staff and foundation.
- Carry out all responsibilities and duties of the post with due regard to the school's Equal Opportunities policy.
- There will also be further opportunities to get involved in whole school and group wide initiatives.

## Person Specification

You will need to have the following qualifications, training and experience:

- Strong people management skills with the ability to lead and motivate a staff team
- Ideally a minimum of NVQ level 3 or equivalent, otherwise NNEB, CACHE level 3, NVQ level 3 or equivalent
- Good level of numeracy and literacy
- At least 2 years' post-qualification experience with proven success and 2 years' relevant supervisory experience
- Excellent knowledge and understanding of the EYFS
- Excellent organisational skills with the ability to work to targets and deadlines
- Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities
- Knowledge of Health and Safety legislation
- Knowledge of ISI standards and experience of ISI inspections is desirable
- Good attention to detail and a commitment to excellence
- Excellent communication skills in order to liaise with parents, staff and other
- Strong IT skills

*Forest Park Preparatory School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to a full check from the Disclosure Barring Service.*

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_