



NORTHAMPTON
HIGH SCHOOL

G D S T
GIRLS' DAY SCHOOL TRUST

NURSERY MANAGER JOB DESCRIPTION

JOB TITLE:	NURSERY MANAGER
JOB PURPOSE:	To be responsible for the day to day management, staffing, organisation and smooth running of the Nursery, ensuring that the best possible environment and care are provided for the pupils
ACCOUNTABLE TO:	Head of Early Years and Head of Junior School
ACCOUNTABLE FOR:	Assistant Nursery Manager and Nursery Staff
KEY TASKS:	

These include, but are not limited to;

1. To play a key role in marketing the Nursery to prospective parents, working with the Marketing team. Attend and participate in Open Day events.
2. To ensure all aspects of the EYFS curriculum is planned & delivered.
3. To be responsible for the induction and training of new staff in the Nursery.
4. To be responsible for new admissions including organising 'settling in' and home visits.
5. To organise key worker groups.
6. To organise and maintain all resources, equipment and consumables to a high standard, including ordering equipment and maintaining consumable stock levels.
7. Ensuring that the Nursery is clean, safe and a welcoming environment.
8. Managing the Nursery consumables/equipment budget to include submission of an annual budget bid and ongoing monitoring of expenditure.
9. To contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
10. To be responsible for high standards of care ensuring the Nursery is compliant with the Independent Schools Inspectorate EYFS regulations.
11. To be responsible for maintaining registers, staffing ratios, organising staff rotas and breaks.

12. To organise cover in the case of staff absence, annual leave and sickness absence.
13. To be responsible for Health and Safety in Nursery including writing risk assessments and making daily checks.
14. To liaise with the Premises Team regarding maintenance requirements.
15. To manage, develop and support Nursery staff.
16. Administering first aid, when required, and maintaining appropriate records of first aid given.
17. To be responsible for ordering food served in Nursery through liaison with the Catering department.
18. To identify staff training needs and facilitate training opportunities.
19. To develop partnership initiatives for parents.
20. To take responsibility for ensuring that relevant school policies and procedures including safeguarding and health and safety are fully implemented.

All school staff are expected to:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- b. Contribute to the school's programme of extra-curricular activities.
- c. Support and contribute to the school's responsibility for safeguarding students.
- d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process, and training and development opportunities available.
- h. Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars.
- i. Undertake other reasonable duties related to the job purpose required from time to time such as working in other age groups as required and if qualified to so, e.g. taking classes to swimming, covering other members of non-teaching staff.

Person Specification

Skills Required

Ability to formulate operational plans	ESSENTIAL
Ability to plan staffing rotas and deploy staff	ESSENTIAL
Ability to train, manage and monitor staff, especially new staff, including monitoring leave and managing absence	ESSENTIAL
Ability to work effectively and collaboratively with other colleagues	ESSENTIAL
Experience of staff recruitment, monitoring staff performance and development, and evaluation of staff training needs	ESSENTIAL
Experience of using performance management procedure, handling disciplinary, capability and grievance procedures	DESIRABLE
Experience of handling parental complaints	ESSENTIAL
Ability to ensure effective child development monitoring	ESSENTIAL
Ability to organise and run staff meetings and briefings	ESSENTIAL
Ability to manage budgets effectively	ESSENTIAL
Experience of Marketing	DESIRABLE

Knowledge Base

Knowledge of EYFS requirements	ESSENTIAL
Knowledge of Health and Safety at work	ESSENTIAL
Competent IT skills - able to maintain records and produce reports, take and upload photographs using allocated devices and software, able to support others with basic IT skills	ESSENTIAL
Extensive knowledge of Safeguarding issues	ESSENTIAL

Qualifications/Attainment

A good standard of education, particularly in English and Mathematics (GCSE Grade C or above/ or equivalent)	ESSENTIAL
Possess a minimum NVQ Level 3 in Child Care and Education or equivalent	ESSENTIAL
Knowledge of appropriate First Aid procedures – possess a Paediatric first aid qualification	ESSENTIAL
Possess a Food Hygiene certificate Level 2	ESSENTIAL

Willingness to participate in further training and developmental opportunities offered	ESSENTIAL
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Experience

Relevant experience in an educational establishment/setting – good level of management experience in a Nursery setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Good organisational and time management skills	ESSENTIAL
Experience of managing staff	ESSENTIAL

Attitude/approach

Be professionally discreet and maintain confidentiality on all school matters, at all times	ESSENTIAL
Ability to work on own initiative and as part of the Nursery team and wider school community	ESSENTIAL
Commitment to equal opportunities	ESSENTIAL
Confident communicator with a professional manner	ESSENTIAL
Development of the team to constantly improve Nursery provision	ESSENTIAL

September 2019