



### Job Description

JOB TITLE	Nursery Manager
PHASE	Early Years
REPORTING TO	Early Years Phase Lead

### 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 is provided for the pupils.

### Duties and Responsibilities

- To play a key role in marketing the Nursery to prospective parents, working with the Creative Team. Attend and participate in open days and events.
- To ensure all aspects of the EYFS curriculum is planned and delivered including ongoing assessments and reporting.
- To manage, develop and support Nursery staff.
- To organise and maintain all resources, equipment and consumables to high standards, including ordering equipment and maintaining stock levels alongside the EYFS Lead.
- To contribute to the strategic planning, monitoring, evaluation and development of the Nursery.
- To be responsible for the high standards of ensuring the Nursery is compliant EYFS regulations.
- To be responsible for the health and safety of the Nursery including conducting risk assessments and daily checks/monitoring.
- To develop relationships with parents and outside agencies.

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Furzeham Nursery School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.



### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of students and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard students and young people. All staff are to have due regard for safeguarding and promoting the welfare of students and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Nursery Manager

Name:

Signed:

Date:

### Person Specification – Nursery Manager

Knowledge and Experience
NNEB, CACHE, BTEC or NVQ Level 3 qualification or equivalent
Relevant experience in an educational establishment/setting – good level of experience in a Nursery setting
Paediatric first aid qualification
Experience of managing staff
Sound understanding of early childhood development