

Manor Park Primary School Primary School
Job Description for a Nursery Manager
Grade 6
Job Code L3611D

Job Purpose

Working collaboratively with the nursery teacher, to undertake the management of the 2 and rising 3-year-old nursery room and provide high quality education, care and supervision for all children in the room, under the leadership of our assistant headteachers responsible for standards in the EYFS phase of the school.

To manage a group of support staff who will act as key workers for groups of children in the room.

To take full responsibility for the planning of the curriculum for the 2 and rising 3-year-old nursery children.

To oversee the assessment, children's journals and contact with parents for all children in the room.

To take responsibility for the indoor and outdoor environments and support staff in maintaining and enhancing them further.

Support for pupils/ general

- Carry out the duties as outlined in the job description of a nursery nurse.

Teaching and learning and staffing

- Work with the teacher in lesson planning, evaluating and adjusting lesson plans for individuals, groups or a whole class as appropriate.
- Act as a mentor for support staff linked to the nursery room to ensure the expected high standards of EYFS are maintained.
- Implement agreed learning activities using strategies in liaison with the teacher to support pupils to achieve the relevant milestones in the Development Matters Early Years Framework.
- Take a lead in the monitoring and evaluation of children's responses to learning activities through observation and planned recording of achievements against pre-determined learning objectives and Development Matters milestones.
- Provide objective and accurate feedback and reports as required, on pupil achievement, progress and other matters.
- Promote pupil independence in learning and employ strategies to recognise and reward achievement of self-reliance.
- Utilise ICT in learning activities and develop children's competence and independence in its use.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Foster links between home and school and maintain good communication with parents.
- Undertake any appropriate training to enhance own professional development when required.

Specific Tasks

Nursery care vision and staffing

- Take a lead in developing new childcare opportunities in school.
- Be responsible for the management of the care and education provision for our 2 and 3-year-old children.
- Plan and oversee the deliverance of stay and play sessions and interventions.
- Take a lead in the marketing of the nursery.
- Carry out appropriate work with individual and groups of targeted children in terms of care and Development Matters.
- Work with the nursery teacher to design the development plan for all nursery pupils.
- Be responsible for the monitoring and evaluation of the outcome of nursery care provision on individual and groups of pupils to be reported to the EYFS leaders and governors.
- Work with the before and after school Leaders to ensure nursery pupils have effective care from 7.45am - 6.00pm if required.
- Act as line manager for the nursery staff in the 2 and rising 3-year-old room in the delivery of safe practices.
- Assist the nursery team in the development of the curriculum in line with the EYFS framework.
- When required, assist in the recruitment and deployment of nursery staff.
- Liaise with the EYFS leaders to organise, lead and motivate a team of support staff to deliver high standards of nursery provision.
- When required, take a lead in staff training relating to the safeguarding of children and to support the school in ensuring the delivery of a high-quality care and education provision.
- Work with the EYFS leaders, nursery teacher and SLT in the monitoring of the nursery provision.
- Liaise with SLT to devise the appropriate nursery policies. Ensure that school policies are fully implemented by staff in the room.
- Supervise the training and development of volunteer helpers, students or other staff in the room.
- Ensure statutory requirements for the care elements of the nursery provision are adhered to.
- Lead on and support the organisation of appropriate trips.

Finance

- Oversee the management of the nursery care budget.
- Meet with the school business manager and nursery admin assistant as necessary to create a budget and finance progress report.

Support for the school

General

- Take a significant role in the EYFS team that addresses the education and care of EYFS pupils in the school.
- Contribute to the school action plan to address identified EYFS key priorities.
- Contribute to school improvement initiatives relating to the EYFS.
- Provide care and attention for all children and undertake escort duties as required i.e. trips.
- Contribute and participate in in-service training and staff meetings as deemed appropriate.
- Be willing to bring to the post any specialist abilities which you may have.
- Assist students / work experience / volunteer helpers in general duties.
- Translate school policies into practice.
- Work with a team ethos.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety and Equal Opportunities Policy.

Job Description reviewed June 2021