



FULBRIDGE ACADEMY JOB DESCRIPTION

Job Title:	Nursery Manager
Grade:	9
Working Hours:	Monday - Friday - 37 hours a week
Purpose of Job:	Leading Little Oak Nursery

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure and two successful references. Online searches are carried out on all shortlisted candidates.

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, care and standard of learning are provided for the pupils

Nursery Details: Provision for 3-4 years including EYFS curriculum in the preschool room.

Accountable for: Nursery Staff

SPECIFIC DUTIES

- To deliver and ensure a high standard of learning, development and care for children aged 3-4 years.
- To manage the day to day activities of the setting.
- To ensure that the nursery is a safe environment for children, staff and others.
- To develop partnerships with parents/carers to increase involvement in their child's development.
- To manage other staff within the nursery.
- Effectively managing all staff within the nursery
- Manage the Family communication app (bookings and finance)
- Manage PCC Early Years Team Portal INCLUDING Nursery Pupil Premium

MAIN DUTIES

- Overall day to day management responsibility for the nursery and staff and apprentices working within it
- To be responsible for the efficient running of the preschool nursery and overall delivery of a high-quality environment

- To ensure that the nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at all times
- Plan an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress
- To ensure the nursery meets Ofsted requirements at all times
- To manage, supervise and support the nursery staff
- To work with other professionals in the local area for the benefit of children and families
- To ensure all staff understand and work to preschool nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- Take responsibility for planning, which ensures each child is working towards the early learning goals
- Overseeing the recording and reporting of planning, observation and progression for all children including a full and thorough assessment of the setting against the EYFS.
- To organise and participate in the key person system
- To conduct staff appraisals and supervisions as appropriate and to identify staff training needs
- To ensure all records are properly maintained in accordance with the policies and procedures of the school
- To liaise closely with parents/carers, informing them about the nursery and its curriculum, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To provide reports and updates to SLT.
- Actively engaging in marketing and advertising in order to develop an excellent reputation for the nursery.
- To undertake any other reasonable duties as directed, in accordance with the nursery aims and objectives

Variation Clause:

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to examine job descriptions periodically, update them and ensure that they relate to the job performed, or to incorporate any proposed changes consistent with funding. This procedure will be conducted by the Head of School in consultation with the post holder
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Flexibility Clause:

1. Other duties and responsibilities express and implied which arise from the nature and character of the post consistent with funding.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Signed:

Print Name:

Date:.....