



The Castle Partnership Trust
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JOB DESCRIPTION

JOB TITLE:	Nursery Manager
RESPONSIBLE TO:	Primary Executive Headteacher, IKB
RESPONSIBLE FOR:	Bright Spark Nursery - children and staff
LOCATION:	Bright Sparks Nursery, Isambard Kingdom Brunel Primary School (IKB), Wellington
HOURS:	37 per week, Full time all year round, Permanent
SALARY:	GRADE 12 (£21,589 - £24,799) pay award pending

Bright Sparks Nursery will be opening in September 2020 as part of the Isambard Kingdom Brunel Primary School (IKB) in Wellington. The school is opening due to increased demand in the area due to large scale housing development in the area. The nursery, Bright Sparks will be an integral part of the school supporting the local community and the education of all its children.

PURPOSE OF POST:

- To provide overall management for Bright Sparks Nursery, ensuring legal requirements and quality standards are met at all times, and to provide on-going supervision and support for an established and experienced staff team.
- To act as senior staff member in the Nursery during sessions as part of the team working with the children.

MAIN RESPONSIBILITIES:

- To work with the IKB Headteacher and School Business Manager in the set up and opening of the Bright Sparks Nursery.
- To be responsible for the efficient day-to-day running of the Nursery and overall delivery of a high-quality service.
- To ensure that the Nursery provides a safe, caring, stimulating educational environment, both indoors and outdoors, at every session.
- To ensure that the Nursery plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To ensure the Nursery plans appropriately for children aged 2 upwards.
- To ensure the Nursery meets Ofsted requirements at all times.
- To manage, supervise and support the Nursery staff.
- To liaise and report with the EYFS Phase Leader/ Link Governor connected to the school.
- To work with other professionals and attend cluster/manager meetings in the local area for the benefit of children and families.

- To ensure all staff understand and work to the Nursery policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.
- To establish good relationships with parents, families and care givers maintaining.

MAIN DUTIES:

1. To provide overall management of Bright Sparks Nursery and ensure that legal requirements and quality standards are met at all times.
2. To ensure the whole staff team understand and work to the EYFS framework and Policies/ Procedures at all times.
3. To plan, with staff colleagues, an appropriate play-based curriculum which is based on children's current interests and stages of development and which allows children opportunities for learning and development in all key areas of learning both indoors and outdoors.
4. To ensure the Nursery operates the key person system and regular observations are carried out on all children and their progress recorded and shared with parents, both formally and informally.
5. To head the staff team and convene regular weekly staff meetings.

NURSERY SESSION MANAGEMENT:

1. To ensure appropriate equipment and materials are set up before the children arrive, both indoors and outdoors, and are tidied away at the end of every session and the room left clean for the next session.
2. To ensure all activities, display, equipment and other resources are presented attractively and in full working order.
3. To ensure a daily register is taken at the beginning and end of each session and appropriate paperwork is kept during each session, to include accident books, medication records, risk assessments etc.
4. To ensure that children are properly supervised at all times both indoors and outdoors and that appropriate adult child ratios are maintained at all times.
5. To ensure all health, hygiene, safety and risk assessment issues are addressed.

WORKING WITH PARENTS AND PROFESSIONALS:

1. To communicate with parents in a positive, sensitive and constructive manner, encouraging parental involvement in the life of the Nursery.
2. To work in partnership with a range of professionals both within the school and wider community.

MANAGEMENT / ADMINISTRATION:

1. To complete paperwork such as; monitoring forms, Ofsted forms and other paperwork requested by the school and other professional bodies by the due dates.
2. To ensure all booked sessions are correctly recorded in order to invoice and credit control nursery revenue.
3. To monitor expendable materials and equipment generally and ensure that orders are placed through the school in a timely manner.
4. To ensure a qualified first aider is available at every session and that the contents of the first aid box are regularly checked and replenished as necessary.

5. To provide on-going supervision, professional development opportunities and an annual appraisal for the Nursery staff team.

GENERAL:

1. To ensure that the Nursery implements its Equal Opportunities policy and is welcoming to children and families from all cultures, family groups and circumstances and with or without special needs.
2. To actively challenge discrimination of all kinds and ensure that staff and volunteers within the Nursery do the same.
3. To continually evaluate and reflect on your own practice. To keep up-to-date with the latest ideas and developments in the early years field through attending PSLA and other early years meetings and training courses and reading relevant publications. To encourage and support staff members and volunteers in doing the same.
4. To attend regular supervision meetings and work closely with the Childcare, Education and Quality Manager.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service records check.