

# Ramillies Hall School and Nursery



## Job Description - Nursery Manager

At Ramillies Hall School and Nursery, we are committed to safeguarding and promoting the welfare of all children, in line with the duty placed on us by Section 157/175 of the Education Act, 2002. We expect and require all staff and volunteers to share this commitment. We strongly believe that all children have the right to feel safe and to be protected from physical, sexual or emotional abuse and neglect.

<b>JOB TITLE:</b>	Nursery Manager
<b>LINE MANAGER:</b>	Nursery Principals
<b>PURPOSE OF JOB:</b>	To ensure the nursery operates safely and efficiently, focusing on legal compliance as well high levels of child and parent satisfaction.
<b>TERM OF CONTRACT:</b>	Permanent, full time.
<b>HOURS OF WORK:</b>	Monday to Friday, hours commensurate with the seniority of the role.

Ramillies Hall Nursery is a small independent Nursery in Cheadle Hulme. Our staff are expected to provide a stimulating, exciting, caring and secure environment for children aged 6 months to 5 years.

### Responsibilities and Duties:

- To be responsible for and to oversee the day-to-day management, staffing, organisation, and the efficient running of the nursery, including the supervision of staff.
- To adopt an improvement focussed approach to strategic management and to create a strong vision for the Nursery to obtain an outstanding judgement at Inspection.
- To undertake the strategic planning, monitoring, evaluation and development of the nursery in conjunction with the Senior Leadership of the Nursery.
- To be responsible at all times for high standards of care and education of children between 0 to five years in accordance with statutory requirements.
- To ensure the Early Years Foundation Stage Statutory Framework is communicated to all key stakeholders within the Nursery setting and that the EYFSF is delivered to a high standard, through rigorous processes for monitoring and evaluation.
- To be responsible for the overall welfare, health, safety and wellbeing of all children within the nursery to ensure health or dietary requirements, or any other need is recorded, disseminated and monitored effectively.
- To be accountable and responsible for nursery financial budgeting and to liaise directly with the School Bursar.
- To be responsible for the admissions, enrolment of children into nursery and ensure optimised occupancy levels are reached and that accurate and up to date records are maintained.
- To generate opportunities for improved marketing of the Nursery facilities and to optimise take up of places within the Nursery setting. To report to the Senior Leadership team on a termly basis as the efficacy of such.
- To be responsible for the management, monitoring and evaluation of the progress of all children in the Nursery ensuring that all aspects of the EYFS framework are met and evidenced.
- To liaise with parents regarding children's progress, behaviour and recommendations as well as any other pertinent information.
- To ensure that British Values are promoted in all departments.
- The Nursery Manager must work to the School and Nursery's policies about Safeguarding, Health and Safety, Safer Recruitment, Equal Opportunities, Data Protection and Confidentiality and any other policies determined by the Senior Leadership Team.

- The Nursery Manager will have a key role in planning and monitoring of the nursery, and implementing and writing essential policies and procedures. This will require creative thought, together with an informed understanding of statutory requirements and best practice for childcare.
- To manage and be responsible for appraisals, staff observations and supervision meetings, giving feedback to practitioners regarding their own professional development.
- To be responsible for organising, delivering and monitoring the ongoing CPD requirements for staff.
- To check equipment and resources are in good condition and are safe. To liaise with the School Estates Manager with regard to matters of First Aid, Health and Safety and Fire procedures.
- To order resources for the nursery through the School Bursar.
- To oversee the planning, delivery and monitoring of the Nursery's EYFS curriculum in accordance with children's social, emotional, physical and intellectual needs.
- To review the progress of children on a six weekly basis to ensure that any developing gaps in learning are addressed swiftly and systematically.
- To manage day-to-day operations and premises to ensure the health and safety of children, their parents, the staff and any visitors to the nursery.
- To plan rotas and child numbers on the Nursery management system, ensuring legal compliance with ratios of qualified and unqualified staff.
- To engage in and ensure the EYFS requirements are being implemented fully at all times.
- To be aware of the protocol to support children with SEND and ensure staff apply a graduated approach in line with the Code of Practice.
- To be responsible for the development of accuracy and review of all management information systems (learning logs, progress data, reports) across the nursery.
- To ensure the completion, monitoring and review of risk assessments.
- To manage the nursery staff effectively with regards to absence, discipline, grievances and team welfare in compliance with the School and Nursery's policies, procedures and where necessary to liaise with the School's HR Manager.
- To liaise with the School Bursar to ensure that training for statutory compliance in welfare and health and safety is up to date, recorded and applied.
- To operate a self-evaluation program of internal audits, with the Nursery Leadership Team.
- To create and maintain a nursery development plan and that this is relevant, up-to-date and followed.
- To act as Designated Safeguarding Lead for the Nursery.
- To ensure all information is securely stored in accordance with the Data Protection act in order to protect staff, children and parents' confidentiality.
- To be responsible for the Safer Recruitment of staff and to maintain accurate and up to date records.
- To carry out new staff inductions, in line with the induction handbook and check list.
- To conduct regular staff meetings giving attention to nursery development issues, children's progress and current directives as well as any other relevant information, with regular safeguarding and child protection updates.
- To ensure the nursery section of the website and Local Offer is up-to-date.
- To establish, develop and maintain highly professional working relationships with the relevant local authority departments, regulatory bodies and other agencies.
- To liaise with other nursery managers to enable best practice.
- To work alongside the Marketing Team, to promote and advertise the Nursery.

**This is a non-exhaustive list and the post holder will be required to carry out any other duties which are commensurate to the role and designated by the Nursery Principals.**

## Nursery Manager – Person Specification

### Essential Qualities:

- A [full and relevant](#) Level 3 qualification in childcare or higher
- Experience of working in a senior leadership role.
- At least 2 years' work experience with children in a nursery setting;
- Business or leadership qualification;
- GCSE English and Maths or equivalent;
- Intermediate ICT skills (knowledge of Microsoft Office and Tapestry);
- Working knowledge of EYFS Framework and the inspection process;
- Experience of managing, supervision and appraisal of staff in a nursery environment;
- Effective, dynamic and strategic thinker with good problem solving skills;
- Organisational skills;
- Financial management skills;
- Ability to develop, motivate and support staff;
- Able to work independently and to manage own time efficiently;
- Warm and caring personality – friendly and approachable to families.
- Excellent communication skills.
- The ability to use own judgement to make decisions and to delegate task.

### Desirable Qualities:

- Educated at a higher level HND or above.
- ICT qualifications.
- Professional managerial, business or administrative qualification.
- Ability to network.
- Aspirational thinker with a view to developing the Nursery to outstanding inspection result.