

## **Nursery Manager - Job Description**

### **Grendon Underwood Primary School**

*The directors and LGBs are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.*

Job Information	
Reporting to	Headteacher
Grade	Range 3 Points 16-20
Salary	£28,129-£30,174 Pro Rata
Hours /Weeks	37hrs per week term time only Mon-Fri 8am-3.30pm to include 30 mins unpaid lunchbreak and 2 flexible hours to be worked during the week

General information:
<ul style="list-style-type: none"> <li>● To ensure the effective running of the pre-school in accordance with the OFSTED and Statutory Framework requirements, guidelines, policies and procedures, under the direction and guidance of the headteacher.</li> <li>● To ensure the emotional, educational and physical well-being of the children entrusted into the care of the nursery.</li> <li>● To manage the nursery staff and support them in their roles on a day-to-day basis. To feedback to the school's senior leadership team on a regular basis.</li> <li>● To carry out the role of nursery SENDCO reporting to school SENDCO and Headteacher.</li> <li>● To work collaboratively with EYFS lead and SENDCO</li> </ul>

### Main duties and responsibilities

- To ensure that the setting is a safe environment for children, staff and others, and that the equipment is safe through daily risk assessments, ensuring that standards of hygiene are high, and safety procedures are implemented at all times.
- To work closely with families and attend training/meetings as required.
- To carry out all activities and responsibilities at the pre-school within a framework of equal opportunities, including the implementation and review of the SENDCO advice and plans.
- To take responsibility for weekly planning, informed by the WMAT EYFS curriculum plans; ensure learning intentions are shared with all staff and that resources ensure good outcome.
- To ensure that each child is working towards the early learning goals; to monitor the effectiveness of the nursery curriculum and feedback to the school's headteacher, as necessary.
- To be responsible for providing a high quality of teaching, ensuring that staff are deployed effectively to ensure good progress for all.
- To be responsible for creating and implementing systems of observation and record keeping so that the children's attainment and progress are effectively and regularly assessed.
- To ensure records are properly maintained e.g. daily attendance register, CPOMs, accident and incident book.
- To work with office manager to ensure funding, rotas and invoicing and other administrative tasks are completed in a timely manner.
- To contribute to and implement all nursery policies and procedures.
- To establish high levels of expectation, to include good standards of pupil behaviour and achievement within the class.
- To complete the Quality Framework documentation and monitor/review it throughout the year, with the guidance of the headteacher and EYFS lead
- To produce an Action Plan for the year, with the guidance and support of the EYFS lead and Headteacher
- Support continuous provision in the EYFS, which allows all pupils to play independently and gives them a sense of ownership over their environment.
- To support the recruitment process, induction process and supervision of staff in nursery
- Attend regular team meetings on the EYFS, working collaboratively with the EYFS leader to keep staff informed of developments and changes.
- Audit the indoor and outdoor learning spaces in the EYFS to evaluate the quality of the overall learning environment. Ensuring that resources used are diverse, inclusive and accessible.
- Support staff to make accurate assessments

### **Liaison Duties:**

- To positively promote parental partnerships and liaise with parents/carers on a daily/weekly basis.
- To liaise closely with parents/carers, informing them about the EYFS unit and its curriculum and encouraging parental involvement through a regular slot in the weekly newsletter.
- To liaise with the local Early Years Team, WMAT staff, OFSTED and other professionals as necessary and ensure that all legal and statutory requirements are implemented: to provide reports as required
- To support the school's senior leadership team and attend meetings where appropriate

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

As an employee you have legal duties which include:

1. Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do.
2. Co-operating with your employer on health and safety,
3. Correctly using work items provided by your employer, including personal protective equipment, in accordance with training or instructions, and
4. Not interfering with or misusing anything provided for your health, safety and welfare.

Signature of Manager: \_\_\_\_\_ Date: / /

Signature of post holder: \_\_\_\_\_ Date: / /

*All schools within the Warriner Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including an enhanced DBS check and satisfactory references. Please be aware that, we may carry out an online search, on shortlisted candidates only, in line with Keeping Children Safe in Education in order identify any incidents or concerns which are publicly available online. The Warriner Multi Academy Trust is an equal opportunities employer. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. This post is exempt from the Rehabilitation of Offenders Act (1974).*