



LADY LANE PARK SCHOOL

Job Description

Lady Lane Park School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:

Nursery Manager

Working hours:

Full Time – All Year
Monday to Friday
Working Hours: 7:30am to 4:30pm and 8:30am to 6pm

Remuneration:

Commensurate with experience

Responsible to:

Headmaster

Main Responsibilities

The role of the Nursery Manager is to provide professional leadership and management of the nursery. To effectively manage the day-to-day running of the nursery and to deliver the highest standards of care and education.

- To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the nursery
- To promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children
- Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development
- Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage policy and ISI standards
- Ensure that children are kept safe and that staff understand and, when necessary, follow safeguarding procedures
- The ability to plan for individual children's needs and observe and assess the development of 3- 4 year olds
- Promote and facilitate partnerships with parents/carers and other family members
- To communicate with parents, carers about the day-to-day needs of the children
- To ensure accurate records are kept for the children's development
- Support staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four year olds
- Create and maintain a culture of self-evaluation and reflective practice through the nursery

	<ul style="list-style-type: none"> • To provide a stimulating environment with constantly changing displays and equipment • To support the transition of children both between rooms and in preparation for school • To help organise events which may include parents • To manage a budget in conjunction with the Headteacher • To conduct performance management reviews within the nursery • To report to the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery • Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practices • Develop a well-qualified and experienced team able to meet and exceed all relevant standards • Identify training needs; develop training plans and evaluate training undertaken by staff • Develop open and positive working relationships with staff • To monitor staff planning, assessment and observations • To plan the agenda and lead staff meetings • To organise staff rotas • Work in conjunction with Human Resources in disciplinary and grievance investigations and hearings
<p>Professional Standards & Development</p>	<ul style="list-style-type: none"> • To be a role model to pupils through personal presentation and professional conduct • To cover for absent colleagues as is reasonable, fair and equitable • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety • To establish effective working relationships with professional colleagues and associate staff • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures • To be aware of the role of the Governing Body of the School and to support it in performing its duties

Person Specification

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	Essential	Desirable	Method of assessment
Qualifications:	<ul style="list-style-type: none"> Minimum Level 3 qualification in childcare 	<ul style="list-style-type: none"> GCSEs in Maths and English A*C 	Production of the Applicant's certificates
Experience:	<ul style="list-style-type: none"> Experience of working with or caring for children of nursery school age At least 2 years' experience of working in a senior role within a childcare setting 	<ul style="list-style-type: none"> Working in multiple nurseries 	CV Interview Professional references
Skills:	<ul style="list-style-type: none"> Ability to relate well to children and adults Excellent communication skills, both verbally and in writing Ability to manage budgets An understanding of requirements of pupils with special educational needs 		CV Interview Professional references
Knowledge:	<ul style="list-style-type: none"> Knowledge of the EYFS Understanding of how children develop and learn, and the ability to apply this 		Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> Professional and efficient Honest and reliable Hard working Motivational and inspirational Flexible, creative, and energetic Friendly and approachable 		Contents of the Application Form Interview Professional references