

## Job Description

1. **Job Title:** Nursery Manager
2. **Responsible to:** Headmaster
3. **Job Summary:** To be responsible for the leadership and management of the Nursery providing a safe, caring and stimulating environment for children 9 months – 4 years of age.  
To work in partnership with parents, carers and professionals to promote the well-being of the children.  
To develop, implement and review the policies, procedures and practices within the Nursery.

### 4. Duties and Responsibilities:

#### *A) Leadership and Management*

- In co-operation with the Head: promote and 'sell' the school through internal and external marketing activity (e.g. Attending Open Days - including those held on Saturday mornings, provide information for the weekly Bulletin, write pieces for school publications and marketing materials with relevant Nursery topics, ensure relevant areas of the school website and school calendar with Nursery events are kept up to date.
- Be 'front of house' and 'face of the Nursery' both during term time and in school holidays
- Promote and further the links of the Nursery with the wider school, notably the Pre-Prep.
- Line Management of the Room Leaders and Assistants in the Nursery.
- Structure and put into operation a Key Person or Persons System, ensuring each child has a Key Person who is responsible for implementing their key children's planning, observation and assessment cycle.
- To ensure that the Nursery meets all EYFS regulations and guidelines and that the school adopts best practice of the EYFS.
- To ensure a high standard of physical, emotional, social and intellectual care for children
- placed in the nursery, including monitoring, evaluating and developing the provision
- Oversee and develop the curriculum, operating policies and procedures for the nursery
- Implements the operational framework and standards to ensure the smooth running of the nursery
- Oversee the induction for all staff in line with the Foundation appraisal system
- Compile and manage an approved budget for the Nursery
- Alongside the Head of Pre-Prep ensure the School Development Plan and School Evaluation Form is correct, relevant and up to date.

#### *B) Curriculum Development*

- Ensure a high-quality, inclusive curriculum that aligns with EYFS standards, fostering the social, emotional, and intellectual development of each child.
- Track and monitor each child's progress, maintaining records in learning journals through Tapestry and engaging with SENCo and other specialists as needed to address specific learning needs.
- Develop initiatives to support children's individual requirements and well-being, ensuring the nursery maintains an environment that encourages growth and curiosity.
- Liaise with the Head of Pre-Prep and the Director of Studies to share the Nursery curriculum is shared and an understanding of the Pre-Prep curriculum is received.

### *C) Administration*

- Administration of changes to the normal routine of Nursery life as and when they occur.
- Maintain Kindersoft to help manage all pupil session bookings and staffing
- Liaise regularly with Finance Manager to confirm accuracy of pupil sessions, EYFS funding and staffing levels
- Take responsibility for ensuring that extra charges to individual accounts are added to the relevant database for Nursery children and liaise with the accounts department
- Liaise with the Head's EA and School Administrator to ensure the Nursery is effectively resourced, prepare orders, keep a check on stocks and make requests for supplies when necessary
- Regularly monitor and evaluate the set-up of the whole Nursery environment
- Write, update and implement policies relating to the Nursery.

### *D) Communication*

- Arranging and chairing regular meetings regarding Nursery matters with the Nursery team. Provide minutes from these meetings and ensure pastoral notes and CPOMs entries are recorded appropriately, promptly and shared with necessary staff
- Attending regular meetings with the Head, Chief Operating Officer, Head of Human Resources and Head of Pre-Prep
- Attending regular meetings with the Reception teacher and Head of Pre-Prep
- Acting as a general vehicle for concerns (and, occasionally, complaints) from parents and staff and taking appropriate action as a result
- Overseeing the various Parent/Teacher consultations for Nursery parents and monitoring the effectiveness of these occasions – liaising with the Director of Studies
- Liaise regularly with the Registrar and assist in the preparation of termly EYEE funding forms and session forms for each family
- Welcome prospective parents to the Nursery during 'Drop in' mornings and at other times suitable to both parties, giving them a tour of the Nursery and relevant locations around the Pre-Prep
- Liaise with the school catering department to ensure all catering requirements are met
- Working with all Nursery and Reception staff to make sure that the Transition process runs smoothly and effectively, ensuring children and parents are settled and happy when joining the Early Years Foundation Stage.
- Liaise with other schools as children join or leave the Nursery at St Andrew's Prep.
- Parents and Wider Community
- Ensure the Nursery operates a 'Parents as Partners' approach
- Building relationships with the parents and children
- Ensure each child's Key Person is regularly reporting to parents on the progress of the children through Tapestry.
- Write and share information about forthcoming events, ensure parent notice boards are kept up to date with relevant literature, providing parents with information and links that may be of use.
- Arranging Parent/Teacher meetings on a regular basis – liaising with the Director of Studies.
- Arrange 'Celebration of Work' events for parents to attend and contribute to their child's Learning Journey
- Meeting individual parents as issues arise, record conversations with parents, keep pastoral records and ensure these are entered on CPOMs (curriculum-based queries will be referred to the Director of Studies)
- Meeting with other professionals who may have an involvement in a child's care
- Liaise with other colleagues from the school as and when the need requires, e.g. Maintenance department, the Head of Facilities Management, the Estates Manager, Catering Department, School Medical Centre, etc.

### *E) Children*

- Building relationships with all Nursery children
- Ensuring good discipline amongst the children in conjunction with the Head of Pastoral Care

- Tracking the academic progress and potential of all children with the help of the Nursery teachers
- Review and monitor Learning Journeys and Tapestry
- Being aware of the needs of those on our Learning support lists and liaising with the SENCo as necessary.

#### *F) Staff*

- Overall day to day management of the Nursery staff
- Ensuring staff to child ratios are met at all times
- Prepare staffing rotas
- Management of staff holiday requests to ensure staff to child ratios are met at all times
- The allocation of fair contact time to all Nursery staff
- On-going monitoring of Nursery staff performance via formal and informal methods and by coordinating a programme of peer-to-peer observations and supervision meetings.
- The appraisal and performance management of the Nursery staff
- Provide Supervision meetings twice termly to all staff members
- Liaison with ancillary staff as necessary
- Involvement in the appointment and induction of new members of the Nursery staff
- Liaison with HR department with staffing matters
- Encourage staff members to keep abreast with current and relevant changes and updates to childcare, providing literature and seeking training courses on their behalf – liaising with the Curriculum Lead.
- The Nursery Manager will be available to cover staff sickness or appointments should the need arise.

#### *G) Catering*

- Inform Catering of any dietary requirements, including any allergies or intolerances to certain food groups or requirements on religious grounds.
- Expect regular visits from Environmental Health, provide evidence of good food and hygiene practices
- Ensure food guidelines and checks are followed for all food provided within the Nursery
- Liaise with the Head of Facilities Management to ensure regular deep cleaning of the kitchen and dining area is carried out by school cleaning team. Keep catering area clean and tidy on daily basis.

#### *H) Provision*

- Liaise with Pre-School Room Leaders regarding out of school trips and complete the appropriate documentation
- Arrange access to other areas of the school, e.g. the Close Hall, Sports Hall and Forest School. Liaise with maintenance team for access

#### *I) Health and Safety*

- Ensure Risk Assessments are updated and correct in liaison the Head of Facilities Management
- Follow the School's Policies such as, Health and Safety Policy, Care and Control of Medicines Policy and First Aid Policy, etc.
- Report any damaged equipment, replace where necessary through liaison with the Head of Facilities Management.

#### *J) Safeguarding Duties*

- All staff at St Andrew's Prep and Nursery are required to take responsibility for providing an environment in which children are safe, feel safe and can learn, whether in or outside the setting.
- Working closely with the children on a daily basis means that a child may make disclosures or staff may notice indicators of possible abuse or neglect. Staff have a responsibility to be familiar with the procedure of passing on concerns to the DSL or appropriate agency.

- All staff must therefore:
  - Be familiar with St Andrew's Prep's systems which support safeguarding, including the Child Protection and Staff Behaviour policies, and the role of the designated safeguarding lead (DSL)
  - Have knowledge of the early help process and of referrals to social services.
  - Identify children who may benefit from early help; know the signs of abuse and neglect and of what to do if a child makes a disclosure.
  - Keep up to date with child protection training.
  - Always act in the best interests of the child.
  - Maintain good links and dialogue with the children's families.
- Through strict adherence to the staff code of conduct and common-sense precautions staff will not only protect the children but also their own reputation and that of the St Andrew's Prep and Nursery.

#### **K) *Holiday Club***

- *Booking Process*
  - Prepare the booking letter and issue to parents one month prior to the forthcoming school holiday. Liaise with the Accounts Department and once letter is approved, pass on to Office for checking and sending to parents.
  - Collect back in the booking forms from parents
  - Construct a register of attendees with session times.
- *Staffing and Recording*
  - Organise appropriate staffing levels for each age group, taking into account staff members contracted hours. Ensure ratios are met at all times and the building is always manned with minimum of two members of staff from 8am – 6pm Monday to Friday. Ensure staff are aware of expected working times if shifts differ
  - Record the children that attend the Holiday Club on a daily basis and the times that they are in the building
  - Liaise with the Acting Holiday Club Manager to ensure continuity during any planned absence.
- *Billing*
  - Ensure the register of attendees is complete and accurate after each Holiday Club and ensure billing data entered into the extra charges database

## **5. Person Specification**

The successful candidate will possess:

- experience of managing a Nursery setting and will be qualified to degree level in Childcare and Education.
- appropriate Early Years Qualification or equivalent
- GCSE English & Mathematics or equivalent at grade A-C
- a proven track record of leading and managing a team of staff, motivating them with a shared sense of direction, pride and energy.
- experience working with young children and/or in a nursery provision
- strong leadership, integrity, communication and interpersonal skills
- experience of using Kindersoft
- experience of using Tapestry
- a high regard for the need of confidentiality at all times
- original and innovative thought
- the ability to lead by example
- the ability to enthuse children of Nursery school age
- good listening skills with children and adults
- flexibility whilst adhering steadfastly to important principles
- the necessary determination and stamina to see things through

- the skills to help to consolidate and further improve the school's commitment to academic and extracurricular excellence
- the understanding and espouses best Child Protection practice and is committed to Safeguarding and promoting the welfare of children
- an understanding the particular needs and concerns of this age group, their parents and those who teach at this level
- the promotion fairness and equality of opportunity amongst the children and believes passionately that all children should be valued equally
- sympathy to, and enhance the existing values of, the school
- a firm commitment to independent co-education
- the ability to build a rapport with and value all sections of the school community.
- a good sense of humour
- a high level of numeracy and literacy
- excellent knowledge and understanding of the EYFS Framework
- excellent organisational skills with the ability to work to targets and deadlines
- a proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities
- knowledge and experience of inspections by Ofsted and by the Independent School's Inspectorate inspections would be beneficial.
- good attention to detail and a commitment to excellence

## 6. Terms and Conditions

<b>Salary:</b>	Competitive dependent on experience
<b>Hours of Work:</b>	Those hours necessary to fulfil the requirements of the job but unlikely to be less than 40 hours a week, all year round.
<b>Pension:</b>	After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.
<b>Holiday:</b>	Six weeks paid annual leave plus Bank Holidays.
<b>Other Benefits:</b>	<ul style="list-style-type: none"> <li>• Life Assurance</li> <li>• Employee Assistance Program</li> <li>• Free meal during normal working hours (term time only)</li> <li>• Annual pay review</li> </ul>

## 7. Application Process

To apply, please visit <https://www.standrewsprep.co.uk/contact/employment-opportunities/> and click the Apply Now button to complete the mandatory application form.

An up-to-date CV and covering letter may be uploaded with this online application form.

**Closing Date: Monday 11 November 2024**

Early applications are encouraged. Applications will be considered upon receipt, and we reserve the right to withdraw this vacancy.

For further information please contact Human Resources Department on [hr@eastbourne-college.co.uk](mailto:hr@eastbourne-college.co.uk) or tel: 01323 452288.

## 8. Safeguarding Statement

St Andrew's Prep is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

St Andrew's Prep is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

TBG - October 2024