



Haven Nursery School

Lead Practitioner/ Nursery Manager

Job description

The Nursery Manager is known at Haven Nursery School as Lead Practitioner.

In addition to the professional duties as set out in the role profile for a Nursery Manager (please see Nursery Manager role profile for this information), you will undertake the following localised duties.

This should not be considered an exhaustive list of duties; it is expected that the post holder will collaborate closely with the Headteacher to define and develop the role further.

Purpose of the Role

To manage the nursery and provide high-quality Early Years provision within a stimulating, caring environment that is physically and emotionally secure, in accordance with the Children Act 2004, EYFS statutory framework, and Hampshire County Council policies.

Service Delivery & Compliance

- Ensure the safety, security, and overall well-being of all children in the nursery school.
- Oversee daily operations to ensure full compliance with Ofsted, EYFS, and local authority requirements.
- Maintain high standards of care, including appropriate staffing ratios and adherence to all conditions of registration.
- Lead regular self-evaluation, quality assurance, and continuous improvement processes to enhance provision.

Curriculum & Child Development

- Provide an inclusive, play-based curriculum that supports children's learning and development in line with the EYFS.
- Track, monitor, and record each child's progress accurately.
- Support children with SEND and ensure tailored strategies are in place for individual learning needs.
- Ensure the learning environment—indoors and outdoors—is stimulating, safe, and developmentally appropriate.

Partnerships & Communication

- Build positive, trusting relationships with parents and carers.
- Carry out home visits to support smooth transitions into the nursery.
- Work collaboratively with multi-agency teams and external professionals to support children's needs.
- Communicate effectively with families about children's progress, routines, and any concerns.

Staff Leadership, Training & Development

- Lead the recruitment, induction, and ongoing supervision of nursery staff.
- Deliver high-quality training, coaching, and mentoring to build staff confidence, skills, and understanding of the EYFS.
- Support staff with planning, observations and assessment.
- Conduct regular appraisals and identify professional development needs.
- Foster a positive, collaborative team culture that promotes reflective practice and continuous learning.
- Ensure full compliance with Hampshire County Council HR policies and procedures.

Finance & Administration

- Work closely with the Headteacher on budget planning and financial monitoring.
- Maintain accurate administrative records including attendance.
- Work with admin team to oversee admissions.
- Positively promote the nursery within the local community and contribute to outreach and engagement activities.