

Job Title: Senior Nursery Manager

Department: Children's Services

Section: Schools

Reports to: Headteacher

Direct Reports: Deputy Manager / Senior Early Years Practitioners, Finance/Admin Assistants, Nursery Staff

Location: Haven Nursery School

Role Purpose

The Senior Nursery Manager is responsible for the **operational leadership, management, and development** of a Local Authority-maintained nursery and day care provision for 0-5's. This includes ensuring high-quality childcare, full compliance with Ofsted and statutory requirements, and effective deployment of staffing and financial resources. The role leads on operational excellence, quality assurance, and stakeholder partnership working to ensure the wellbeing and development of all children.

Key Responsibilities

1. Operational Leadership & Service Delivery

- Oversee the daily operations of the nursery, ensuring care and education meet high standards and comply with all legislation and local authority policies.
 - Lead on implementation of planning, delivery, and evaluation of a curriculum that meets children's physical, intellectual, emotional, and social needs.
 - Maintain full adherence to policies and procedures, ensuring they are reviewed and updated regularly.
 - Act as one of the Designated Safeguarding Leads in the setting and take necessary action where concerns arise.
 - Represent the nursery at internal and external meetings and working groups.
 - Ensure meals, drinks, equipment, and premises meet required standards and maintain Health and Safety to a high standard
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2. Staff Leadership & Workforce Development

- Recruit, induct, train, supervise, and appraise nursery staff, ensuring skills and capabilities meet the needs of the service.
 - Lead and support a large staff team, providing coaching, feedback, and promoting continuous professional development.
 - Ensure staffing ratios, competence requirements, and safeguarding checks are met at all times.
 - Manage performance, conduct, and grievances in line with Hampshire County Council HR procedures.
 - Support the training of students, volunteers, and new workers.
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3. Parent & Community Engagement

- Build strong, trusting relationships with parents and carers as partners in children's care and development.
 - Conduct or oversee home visits
 - Handle parent queries, concerns, and complaints directly.
 - Lead meetings with parents, including those with external agencies and Services
 - Encourage parental involvement, volunteering, and access to nursery services.
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4. Resource & Premises Management

- Manage nursery premises, equipment, and materials, including procurement, safety checks, and budget-conscious ordering.
 - Withdraw unsafe equipment and liaise with maintenance teams and contractors.
 - Ensure the nursery environment supports high-quality learning and meets all inspection requirements.
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5. Finance, Data & Administration

- Analyse data and prepare performance management reports for senior leadership and committees.
 - Support with the nursery's marketing and development planning, contributing to business plans and budget setting.
 - Manage waiting lists, admissions and charging policies
 - Ensure confidentiality, accurate record-keeping, and compliance with Data Protection requirements.
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6. Health, Safety & Compliance

- Ensure the nursery meets all health, safety, security, and welfare standards.
 - Maintain high-level first aid training and provide first aid when needed.
 - Lead preparation for Ofsted, health & safety, and audit inspections.
 - Ensure compliance with equalities, HR, sustainability, and council corporate policies.
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Key Decision-Making Responsibilities

- Recruitment, selection, and deployment of staff.
- Purchasing decisions within delegated budget.
- Risk assessments and decisions relating to children's progress or concerns.
- Allocation of nursery places and oversight of waiting lists.
- Management of operational issues, building defects, or equipment concerns.

Qualifications, Skills & Experience

Essential Qualifications

- Minimum NVQ Level 4 in childcare/early years or a commitment towards working towards level 4.
- Up-to-date safeguarding, paediatric first aid, and early years curriculum training.

Desired Experience

- At least 8 years post-qualification in early years, including minimum 2 years managing a nursery setting.
- Proven leadership capability to motivate and support diverse staff teams.
- Experience with curriculum planning, child development frameworks, and early years pedagogy.
- Experience in recruitment, supervision, and performance management.
- Experience working with parents, external agencies, and multi-disciplinary partners.

Skills & Competencies

- Strong operational and managerial judgement.
- Excellent communication (written and verbal).
- Ability to safeguard and protect children effectively.

- Ability to lead development of a nursery toward continuous improvement.
- Skilled in preparing reports, risk assessments, and quality assurance documentation.
- Strong organisational and problem-solving skills.