

GLF Schools - Job Description

Job Title	Nursery Manager	Job Reference	MNRNMSEP24
Location	Manor Primary School	Travel Required	N
Core purpose			
<ul style="list-style-type: none"> ● To be responsible for the development and daily management of the Nursery providing a safe, caring and stimulating learning environment for children 2 – 5 years of age. ● To build links and work in partnership with parents, carers and professionals to promote the well - being of the children. ● To develop and implement Early Years Foundation Stage with support from the Deputy Managers and Nursery Staff. ● To develop, implement and review the policies, procedures and practices within the Nursery, including all relevant legislation. 			
Key Accountabilities			
Main Duties			
<ul style="list-style-type: none"> ● Undertake the daily management of the Nursery to ensure that high standards are developed and maintained throughout. ● Ensure safe recruitment and selection procedures are used for the appointment of all staff and volunteers in the nursery. ● Ensure appointed staff have relevant qualifications and possess the skills required to work in the nursery. ● Keep abreast of legislation, guidelines, policies to ensure the Children’s Act and the Early Years Foundation Stage Welfare Requirements are met at all times. ● Develop and regularly review policies and procedures to ensure compliance with legislation and regulations. ● Assist the management board in securing Ofsted registration in order to provide consistent quality of service and be responsible for the preparation for Ofsted inspections and action any recommendations that may result from inspection to ensure that the Nursery is providing high quality care and education. ● Oversee the purchase and maintenance of nursery equipment and resources within the allocated budget. ● Maintain up to date records of resources. ● To work alongside the administration and finance team to ensure that accurate financial records and financial procedures are adhered to, and income and expenditure is kept within budget. ● Support staff in the development and maintenance of appropriate planning, observation and assessment procedures to ensure a consistent service. ● Ensure that appropriate records and administration systems are maintained to ensure confidentiality of information. ● Supervise and provide advice, guidance and training to students, trainees and others on work placements or work experience. ● To work in partnership with other feeder schools to ensure the smooth transition of children from the nursery to Reception Class. ● Ensure staff training and development plans are up to date and continued professional development is identified at staff appraisals. ● To act as an ambassador for the nursery and school and to maintain a positive image of its aims and objectives. 			

<ul style="list-style-type: none"> ● To attend and participate in staff meetings and planning and development days. ● To provide a service that respects children’s life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
Other
<ul style="list-style-type: none"> ● To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Headteacher / Deputy Headteacher.
Accountability
<ul style="list-style-type: none"> ● Accountable to the Headteacher / Deputy Headteacher. ● GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
Collaborative working
<ul style="list-style-type: none"> ● GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.
Safeguarding
<ul style="list-style-type: none"> ● GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.