



Northumberland Church of England Academy Trust Nursery Manager – Job description

Reports to: Director of Early Years

Main responsibilities:

To deliver and ensure a high standard of learning, development and care for children aged 0-4 years.

To manage the day to day activities of the day care facility, ensuring that all Ofsted requirements are met.

To ensure that the day care setting is a safe environment for children, staff and others.

To developing partnerships with parents/carers to increase involvement in their child's development.

To manage other staff within the day care facility.

To be a good role model who will be included in the staffing ratios.

To be responsible for any tasks delegated by the Director of Early Years.

Main activities:

- Overall day to day management responsibility for the day care facility.
- To be responsible for the efficient running of the day care facility and overall delivery of a high quality service.
- To ensure that the day care facility provides a safe, caring, stimulating environment, both indoors and outdoors, at all times.
- To ensure that the day care facility plans an appropriate play based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- To ensure that all Ofsted and Safeguarding requirements are met at all times.
- To manage, supervise and support the day care staff.
- To work with other professionals in the NCEA Trust for the benefit of children and families.
- To ensure all staff understand and work to the day care facility policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies.

- Take responsibility for planning developmentally appropriate activities which excite and motivate the children.
- To organise and participate in the key person system.
- To conduct staff appraisals and supervisions as requested and to identify staff training needs.
- To ensure all records are properly maintained in accordance with the policies and procedures of the NCEA Trust.
- To liaise closely with parents/carers, informing them about the routine in the day care facility, exchanging information about children's progress and encouraging parents' involvement.
- To work in partnership with senior management to update and review the self-evaluation and improvement plan.
- To undertake any other reasonable duties as directed, in accordance with the NCEA Trust aims and objectives.