



## Job Description – Nursery Manager

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Reporting to the Directors, you will manage all aspects of the running of the nursery, ensuring that all children attending Guisborough Montessori receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs and support all aspects of the Early Years Foundation Stage (EYFS) curriculum and Montessori principles.

### **Duties and Responsibilities:**

- To lead and contribute to the provision of a high quality environment to meet the need of individual children from different cultures and religious backgrounds, and stages of development.
- To plan and deliver exciting and engaging experiences that are centre around the children needs and interest.
- To provide comfort, warmth and empathy to children and families that require physical or emotional support.
- To develop and enhance areas of provision to spark the interest and curiosity of children in their learning experiences.
- To engage with parents on a regular basis, to form strong links that promote a positive working partnership, including high levels of parent involvement and customer satisfaction
- To quality assure and keep accurate data and assessment records of children's learning and progress e.g. learning journals
- To ensure that first and foremost, safeguarding children and staff is the utmost priority.
- To have a strong understanding of the safeguarding protocol and be able to follow and act upon this effectively.
- To effectively manage the nursery through reflective practice, develop long term plans and action plans that progressively move the nursery forward and expand the current provision
- To ensure the nursery complies with all relevant legislation, plus local authority and OFSTED requirements
- To ensure the nursery operates within budgetary constraints
- Ensure the required standards, staffing ratios and conditions of registration are maintained at all times
- To work in partnership with early years professionals and agencies as required, such as Health Visitors and SEN services
- Monitor occupancy levels and proactively market the nursery.
- To liaise with the HR Manager to ensure that Safer Recruitment Processes are followed for all employed staff, volunteers and work placements
- Manage, lead and develop all nursery staff, including responsibilities for all aspects of people management, performance management and staff development
- To ensure that staff adhere to nursery policies, objectives and code of conduct.
- To ensure accurate records (including attendance records) are maintained for all children and to enable accurate financial and management reporting to Directors and other Managers within TVCE Ltd as required
- To promote and maintain our reputation for providing exemplary practice.
- To be responsible for all aspects of Health & Safety within the workplace, including but not limited to; accident reporting, overseeing fire and evacuation procedures, first aid provision and risk assessments

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake.

Signed ..... Dated .....

## Person Specification – Nursery Manager



### Essential

- A passion and drive for working with children within the Early Years Foundation Stage
- A belief in building strong Parent Partnerships to provide cohesive learning to our children
- A lifelong learner who can be a good role model for children and other member of the team.
- An ability to teach groups of children of varying ages, needs and abilities.
- Patience and excellent observational, communication and diagnostic skills
- Level 4 Childcare qualification from a recognised awarding scheme (CWDC Diploma, NNEB, BTEC, NVQ, CACHE)
- At least 4 GCSEs at grade A-C, or equivalent level 2 qualification, including English and Maths
- Paediatric First Aid certificate, or willingness to undertake training
- A minimum of 3 years' experience in a managerial position in a good or outstanding nursery
- Proven management experience, including the ability to plan and prioritise own workload and those of others, work to deadlines and manage conflicting priorities.
- Able to lead, organise, manage, and motivate others and demonstrate line management skills.
- Excellent planning, organisation, administrative and time management skills
- Excellent communication skills, both written and verbal including maintaining records.
- Knowledge and understanding of legislation and regulations relating to nurseries for young children and the inspections process by OFSTED

### Desirable

- Willing to consider graduate or post graduate training – Early Teacher / Montessori teacher
- To be able to effectively use Montessori materials to deliver lesson to children
- To be able to support a team with understanding the correct use of Montessori materials and resources.
- Experience of successfully passing an OFSTED Inspection to good or outstanding levels
- An awareness of child education philosophies, such as Montessori