

ARGYLE HOUSE SCHOOL & LITTLE CRICKETS SUNDERLAND NURSERY MANAGER

Role Reporting to: Head

Line Management of: Nursery Staff

Little Crickets Nursery, part of Argyle House School, Sunderland's leading Independent School are excited to be recruiting for the new position of Nursery Manager.

Recently celebrating 140 years in education, Argyle House School is a leading Independent School in Sunderland built on deep-rooted family values that run through our Nursery, Little Crickets Sunderland, and throughout our school.

Little Crickets Sunderland are now fully operational 50 weeks a year and we actively look to recruit someone to lead our nursery provision and deliver the highest quality learning in line with The Early Years Foundation Stage

Purpose of role:

The Nursery Manager is responsible for leading nursery provision at Argyle House School, ensuring that it is of the highest quality and that it is delivered in accordance with The Early Years Foundation Stage Framework and ISI/ OFSTED requirements as set out in the Independent School Standards. The role must deliver a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.

Hours of work:

40 hours per week

Salary:

£37,000 - £40,000

Duties and Responsibilities

- To define and lead colleague team to create and deliver a vision for a nurturing, calm and creative nursery setting with both outdoor and indoor play to foster curiosity, independence and confidence.
- To ensure that children are kept safe, and that staff understand, and, when necessary, follow Safeguarding Procedures in accordance with the school's policy, Keeping Children Safe in Education and Working Together to Safeguard Children, and other relevant statutory documentation.
- To implement and monitor the curriculum in accordance with the EYFS Framework and ensure that all children attending the Nursery receive rich and stimulating experiences appropriate to their age and stage of development.
- To evaluate and improve teaching approaches and methodologies to ensure that all children make excellent progress.
- To ensure that regular assessment and progress checks are carried out in relation to all children and that progress is regularly monitored to ensure that individual learning needs are met.

- To promote and facilitate positive partnerships with parents/carers and other family members and ensure that systems and structures are in place for sharing information related to their child's learning journey.
- To support the development of outstanding and improving practice with regards to SEND and inclusion, and to ensure that teaching is adapted to cater for children's individual needs.
- To establish, develop and maintain professional working relationships with relevant Local Authority Departments, regulatory bodies and other agencies, and ensure that provision in the Nursery meets the requirements of the local LA in relation to nursery education grant funding.
- To ensure that there is a broad range of co-curricular activities to enrich learning.
- To create and maintain a culture of high expectations, self-evaluation, reflective practice and continuous improvement throughout the Nursery.
- To take part in whole school activities and share same culture in preparation for a smooth transition to school.

Safeguarding

- To ensure that arrangements are in place to safeguard and promote the welfare of all pupils in the Nursery.
- To take on the role of Deputy Designated Safeguarding Lead and work as part of the whole school safeguarding team to ensure that there is a strong culture of safeguarding within the school and that all policies and practices are properly implemented.

Health and Safety

- To manage the day-to-day operation of the Nursery to ensure regulatory compliance with regard to the health and safety of the children, their parents and carers, the team and any visitors to the Nursery.
- To ensure that children are appropriately supervised at all times, including having regard to the regulatory adult/child ratio requirements.
- To adhere to all health and safety policies and procedures in relation to the physical environment, fire procedures, first aid and the assessment of risk.
- To be responsible for ensuring the Nursery remains compliant in respect of suitably trained staff with relevant paediatric first aid qualification.
- To be responsible for ensuring that all staff receive Health and Safety training during induction and as required.

Finance/Administration

- To manage occupancy, staff/pupil ratios and timetables.
- To maintain accurate session and staffing records and liaise with the school Bursar (or equivalent)/Group central finance team in this regard.
- To coordinate resource requests for department.
- To understand and utilise management systems and information to maximise efficiency.
- To facilitate inspections by regulatory bodies and implement any recommendations.
- To ensure accurate reporting in respect of session numbers, quality and standards.

Staff

- To develop open and positive working relationships with staff.
- To induct, support, train and appraise all Nursery staff to ensure delivery of outstanding quality childcare practice and continuous improvement.
- To develop a well-qualified and experienced team able to meet and exceed all relevant standards.
- To carry out regular supervisions of the nursery staff.

- To identify training needs; develop training plans and evaluate and cascade training undertaken by staff.
- To work in conjunction with Headteacher in disciplinary and grievance investigations and hearings.

Marketing and Recruitment

- To work closely with the Admissions Manager and Group Director of Marketing to promote the Nursery to current and prospective families.
- To ensure that all staff develop and maintain friendly and professional relationships with parents and carers, leading liaison and managing all aspects of communication.
- To proactively represent Argyle House School and Little Crickets Sunderland and advance its interests in the local community.
- To be responsible for ensuring that all complaints and concerns are actively resolved in a timely manner and that these are reported to the Headteacher.
- To organise and lead parents' evenings, daily contact, home-school liaison and 'welcome' meetings.
- To attend all school open days and events.

General

- To be responsible for all administrative duties associated with the Nursery, such as maintaining children's records, ordering equipment, maintaining inventories and keeping all regulatory records.
- To adhere to all school policies and procedures.
- To undertake any duties as reasonably requested by line management.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification: Nursery Manager		
	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	A minimum of Level 3 Early Years qualification or equivalent.	A paediatric first aid qualification (or a willingness to undergo training) A DSL qualification (or a willingness to undergo training) A suitable level 2 qualification in maths (must be undertaken within 2 years of assuming the role).
Experience	At least two years' experience of working in an early-years setting, or at least two years' other suitable experience.	Relevant supervisory experience.

	Experience of working effectively with staff and management at all levels.	
Skills and Knowledge	Extensive knowledge and understanding of the EYFS framework, SEND Code of Practice, Independent School Standards, OFSTED and ISI regulatory frameworks. Strong people management skills with the ability to lead and motivate a staff team. Excellent organisational skills with an ability to plan, prioritise and meet deadlines Excellent interpersonal skills Excellent oral and written communication skills Good level of IT skills (Microsoft Office products)	Knowledge of relevant Health and Safety legislation/regulations with proven ability to manage and monitor
Personal competencies and qualities	Ability to communicate at all levels Able to work on own initiative and organise own workload The ability to work as a member of a collaborative team as well as independently Have the capability to remain calm and to cope with the unexpected Competent and personable High degree of personal drive and motivation Willing to be flexible and work outside normal working hours as required Ability to demonstrate initiative Excellent team player	

	Committed to achieving high standards Committed to keeping abreast of best practice and relevant legislation	
Safeguarding	Full understanding of safeguarding requirements Commitment to implementing whole school policies relating to the safeguarding of children	