

## Cedars Primary School & Nursery

Role Title: **Nursery Manager**

Accountable to: **Head Teacher**

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### Purpose of job

Provide high quality care and education that meets the needs of early years children under the age of 5 in a school setting.

### Key Objectives

1	Observe, monitor, evaluate and record all aspects of the children's development in line with the Early Years / Foundation Stage Curriculum in order that every child will fulfil their potential.
2	Provide a welcoming and stimulating learning environment to enable children to learn through play and grow in confidence.
3	Encourage parents to be partners in their child's development through communication and positive engagement and by working together to create a positive impact on the children's learning.
4	Ensure appropriate standards of safety and security are maintained at all times to safeguard the welfare of the children in line with the Statutory Welfare Requirements.
5	Plan, develop and deliver stimulating educational and play activities, encouraging children to participate and interact positively with others.
6	Supervise other support staff and contribute to the training of students, work experience pupils and other members of staff.

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

## Scope

- As a key worker in the Early Years/Foundation 2 environment within the school, the role holder will be ultimately accountable to the Head Teacher.
- Post holders will work directly with an allocated key group of children under the age of 5.
- The role holder will be required to develop good relationships with the children in order that they can meet their needs and obtain the best educational, social and personal outcomes from their time at school.
- The role holder will need to communicate robustly and with confidence with parents providing daily feedback on their child, and also at the parent's evenings, where they will need to be able to discuss individual children and actively encourage parents to participate in their educational and social development.
- The role holder will liaise with a range of other internal and external colleagues to ensure a joined-up approach to assessing and meeting the needs of individual children.

## Work Profile

- The role holder will be responsible for the supervision of childcare students and the development of their practice, completing reports at the end of the placement and generally liaising with college tutors and mentors on all matters.
- The role holder will assist in the day-to-day domestic duties of the school and observe, plan, prepare, implement and evaluate the work and activities of the children.
- The role's remit will include responsibility for the health, safety and personal hygiene of young children and will include toileting and domestic duties where necessary.
- The role holder will have a responsibility to adhere to the appropriate standards of safety, security and hygiene and specifically ensure adherence to the welfare requirements in line with the Early Years Foundation Stage Curriculum regulated by OFSTED and council policy and procedures ensuring safeguarding of the children.
- As part of the Early Years/Foundation 2 team, the role holder will be required to attend staff meetings and parents' evenings and keep up to date on new developments on policies and practice surrounding childcare, education and play.
- The curriculum activities at the school will require the role holder to participate in a variety of events out of school hours.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

## Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT** - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

**All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

## Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
<b>Qualifications</b>	NVQ 3 in Early Years and Childcare or equivalent	X			A
<b>Skills / Experience</b>	Significant experience in an Early Years/Foundation 2 school setting	X			A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
<b>Planning and organising work</b>	Ability to develop session plans to meet the needs of individuals and groups	X			I, R
<b>Planning capacity and resources</b>	Careful use safekeeping of equipment and educational materials		X		I, R
<b>Influencing and interpersonal skills</b>	Ability to engage with young children to encourage their full participation in educational and social learning activities	X			I, R
	Ability to assist with the training and mentoring of new staff and students.		X		I, R
<b>Using initiative</b>	Ability to find creative solutions to day-to-day problems in the Early Years/Foundation 2 environment	X			I, R

<b>Working independently</b>	Supervise groups of young children in a classroom or approved external setting	X			I, R
<b>Managing people</b>	Co-ordinate other support staff, volunteers or students in the delivery of activities		X		I, R
<b>Managing risk</b>	Be fully aware of, and act in compliance with all council and legal policies and procedures in relation to the health, welfare and safety of children	X			I, R
<b>Managing oneself</b>	Be aware of opportunities for self-improvement wherever possible	X			I, R