



## Job Description

### Nursery Site Manager



**Responsible to:** Head of Nursery and Headmaster.

**Line Management Responsibilities:** Supervision and support of volunteers, students, apprentices, Nursery Assistants and Practitioners, Room Managers, Deputy Manager

#### **Purpose of the role:**

- To implement the daily routine and help to ensure the smooth running of the room/area you are based in and ensuring the nursery meets the required ratios and conditions of registration
- Supporting the Head of Nursery on a daily basis to ensure a high standard of physical, emotional, social and intellectual care for all children placed in the nursery

#### **Main Duties**

- Supporting and liaising with the Head of Nursery on a daily basis
- Key holder responsibility with the responsibility of opening and closing the nursery
- Ensuring the nursery meets the required standards, ratios and conditions of registration
- Adhering to Company Policies and Procedures and ensuring they are being implemented throughout the nursery and be aware of and comply with the procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintaining liaison with all relevant authorities to meet their reporting criteria
- To establish a constructive relationship with pupils and parents and interact with them according to individual needs
- To promote the inclusion and acceptance of all children
- To provide feedback to parents in relation to pupils' progress and achievement
- To set challenging and demanding expectations and promote self-esteem and independence
- To provide the necessary pastoral care to enable children to feel secure and happy
- Supporting and monitoring statutory framework and curriculum to ensure each child develops within a stimulating environment by the means of monitoring the completion of children's developmental and observation records
- Ensuring the nursery offers an environment which reflects the cultural diversity of all children
- Supporting the Head of Nursery in organising and attending a minimum of two parents'/carers' evenings per year
- To attend out of working hours activities. From time to time, the nature of your role will require or necessitate additional hours for which no further payment will be made. You

will be required to attend as necessary to meet the needs of the school such events as (but not limited to) staff meetings, open days, parents evenings, in-service training sessions (Inset), and other school functions.

- Supporting the Head of Nursery in developing and maintaining links within the local community to create a positive nursery profile
- Supporting the Head of Nursery in creating and maintaining successful and professional partnerships with parents/carers, students, volunteers and visitors
- To supervise the teaching and learning of all nursery pupils, model excellent practice and provide support for pupils, ensuring their safety and access to learning activities
- Following Company procedures for the positive management of children's behaviour
- Maintaining appropriate levels of qualified/unqualified employees within the nursery and deploying staff effectively to maintain the correct staff ratios
- Leading, managing and developing the nursery team ensuring that each staff member makes a positive contribution to the success of the nursery
- Chairing and attending, organising and facilitating regular staff meetings
- Supporting the Head of Nursery in facilitating and attending regular internal and external training
- Being aware of the outcome of risk assessments and fully implementing the specified controls, ensuring the highest standards of cleanliness/tidiness within the nursery
- Promoting health and safety through periodical employee briefs on the importance of health and safety, or training staff where necessary, carrying out health and safety checks as outlined within Company Policies and Procedures
- Supporting the Head of Nursery in keeping and monitoring accident and incident records and ensuring all relevant reports are submitted to the regulative bodies
- Ensuring the Company medicine procedures are adhered to Maintaining allergy management systems in line with Company policy
- Manage and support staff (and other professionals as appropriate) day-to-day in their delivery of a suitable programme of learning for pupils
- Plan intervention programmes linked to learning strategies, recording achievement and progress, and feeding back to the key person
- Where appropriate develop a relationship to foster links between home and school
- Manage the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the roles of other professionals;
- Attend and participate in relevant meetings as required;
- Set a good example in terms of dress, punctuality and attendance;
- Manage and support staff in the preparation and presentation of displays of children's work as required;
- Undertake other duties from time to time as required by the Head of Nursery.
- Arrangements for appraisal of performance
- Any other duties appropriate to the post as directed

### **Arrangements for appraisal of performance**

The role of Nursery Site Manager will be monitored through the school's Performance Management Programme.

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_