



# Cygnus Academies Trust

## Job Description: Nursery Manager

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**Grade:** Level 3  
**Responsible to:** Assistant Head Teacher

### Purpose of the Role

To have full operational responsibility for the day-to-day running and quality of the nursery provision, Upland's Little Explorers, for children aged 9 months to 3 years, ensuring the highest standards of care, learning and safeguarding. The Nursery Manager will provide strong leadership to staff, ensure compliance with the Early Years Foundation Stage Statutory Guidance (EYFS) and Ofsted requirements, and work in close partnership with parents, carers, school leadership and the wider school community.

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### Key Responsibilities

#### Leadership and Management

- Provide effective leadership and management of the nursery, creating a positive, inclusive and nurturing environment.
- Ensure appropriate staff deployment, ratios and qualifications are maintained at all times reflecting the needs of the children.
- Contribute to the strategic development of the nursery within the primary school setting.
- Monitoring the budget and ordering resources in line with school procedures ensuring value for money.
- Acting as Deputy Designated Safeguarding Lead with an awareness of safer recruitment processes and safeguarding practices within the setting.
- Undertake day-to-day line management responsibilities including Professional Growth meetings, performance conversations and addressing underperformance.
- Lead staff supervision and professional growth and ensure high-quality interactions through coaching and modelling.
- Lead self-evaluation and continuous improvement of the provision.
- Work with the Headteacher and School Business Manager to oversee health and safety compliance and ensure robust risk assessment systems are in place and reviewed regularly.

#### Administrative and Operational Responsibilities

- Ensure that all nursery-related administrative tasks are completed accurately and promptly.
- Daily operations are completed i.e. staffing, rotas, ratios, organisation of rooms, environment and deployment of staff.
- Respond to emails, messages and queries from parents, staff, the school office and external professionals in a timely and professional manner.
- Maintain accurate and up-to-date records on the Family app, using the software to complete admin tasks.
- Be responsible for completing and submitting information on the Local Authority funding portal, ensuring accuracy, compliance with deadlines and alignment with pupil eligibility.
- Work closely with the School Business Manager and/or office team to support funding claims, headcount returns and audit requirements.
- Ensure confidentiality and data protection requirements are met in line with GDPR and school policies.

## **Quality of Provision**

- Ensure high-quality teaching, learning and play experiences that meet the developmental needs of children aged 9 months to 3 years underpinned by the ethos and vision of the setting.
- Lead the planning, implementation and review of the EYFS curriculum, with a strong focus on prime areas of learning.
- Implementation of the curriculum (not design in isolation).
- Ensure high quality teaching and learning is implemented.
- Monitor, assess and track children's progress, ensuring next steps are clearly identified and supported.
- Observations and assessment systems are completed.
- Ensure smooth transitions for children entering, within and leaving the nursery, including transition into the school's preschool or Reception provision where applicable.

## **Safeguarding and Welfare**

- Ensure all safeguarding, child protection, health and safety and welfare requirements are fully met.
- Maintain accurate records relating to safeguarding, attendance, accident and incident reporting.
- Ensure policies and procedures are followed in line with school, local authority and statutory guidance.

## **Inclusion and SEND**

- Ensure inclusive practice for all children, including those with SEND, EAL or additional needs.
- Work closely with the SENCo, external agencies and parents to support individual children.
- Ensure early identification and appropriate support strategies are in place

## **Partnership with Parents**

- Build strong, trusting relationships with families.
- Be the first line of contact for concerns.
- Ensure effective communication about children's development, wellbeing and progress with the child's Key Worker.
- Promote and engage parental engagement and involvement in nursery life.
- Address concerns or complaints promptly and professionally, following school procedures.

## **Professional Responsibilities**

- Model outstanding practice in early years care and education.
- Keep knowledge and practice up to date through CPD and relevant training.
- Work collaboratively with school staff and the Trust, attending meetings as required.
- Uphold the school's vision, values and policies at all times.

## **Person Specification**

### **Essential**

- Full and relevant Level 3 Early Years qualification (or above).
- Level 2 maths (GCSE grade 4/C or equivalent) or willingness to achieve within 2 years, in line with EYFS requirements.
- At least 2 years' experience within an early years setting, working with children from 9 months to 5 years.
- Designated Safeguarding Lead (DSL) trained (or willingness to undertake training).
- Sound knowledge of the EYFS, safeguarding and Ofsted requirements.
- Experience working with children under 3.
- Strong leadership, organisational and communication skills.
- Ability to manage, support and develop staff effectively.
- Ability to work collaboratively with school leaders, parents and external agencies.

**Desirable**

- Level 5 or Level 6 Early Years qualification or Early Years Teacher Status.
- Experience working within a school-based nursery.
- DSL trained.
- Experience of Family system.
- Experience of Bexley Early Years funding portal.
- Experience of budget management.
- Understanding of SEND processes in early years.

The duties may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment. It describes the way the Nursery Manager is expected and required to perform and complete the particular duties set out above.

Signed \_\_\_\_\_

Date \_\_\_\_\_