

# Nursery Manager – Little Crickets Forest School

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| <b>Line Manager</b>         | Mrs Nadia Ward, Head of Park School   |
| <b>Leads</b>                | All Nursery Practitioners and Admin team staff.   |
| <b>Overview</b>             | <ul style="list-style-type: none"> <li>• To manage the efficient running of the LCFS setting, co-ordinating the staff on a day-to-day basis and overseeing the learning, development and care of the children.</li> <li>• To develop and oversee the provision of an excellent early years education, providing a stimulating and engaging learning environment for all children.</li> <li>• To be responsible for the oversight and implementation of the EYFS ensuring that the nursery is compliant with the legal and statutory requirements therein.</li> <li>• To champion the Forest School approach, embedding it across all areas of practice.</li> <li>• To be the Designated Safeguarding Lead for the setting.</li> </ul>   |
| <b>Pupils &amp; Parents</b> | <ul style="list-style-type: none"> <li>• To ensure that curriculum planning is in line with the learning and development requirements of the EYFS and supports each child to work towards their full potential.</li> <li>• Ensure that the curriculum is sharply focussed to build upon what children already know and can do, and ensure this process is clearly and consistently evidenced.</li> <li>• To monitor the effectiveness of the Nursery curriculum.</li> <li>• To hold overall responsibility for maintaining records of assessment and to monitor the effectiveness of assessment procedures.</li> <li>• To organise a highly effective keyworker system and to supervise staff on a daily basis.</li> <li>• To be responsible for monitoring the quality of learning and to participate in staff supervisions, to identify in-service training needs and actively promote staff development.</li> <li>• To ensure pupil records are properly maintained, e.g. daily attendance register and accident and incident and safeguarding logs.</li> <li>• To implement all Nursery policies and procedures.</li> <li>• To ensure that the Nursery is a safe environment for children, that equipment is safe, standards of hygiene are high, and health and safety procedures are implemented at all times.</li> <li>• To liaise closely with parents/carers, informing them about the Nursery and its curriculum, exchanging information about children's progress. To encourage parental involvement and participation in the review and evaluation of the service.</li> <li>• Work with the SLT Team and the Communications &amp; Events Co-ordinator to offer a full and thriving calendar of events both for existing parents and for prospective parents.</li> </ul> |
| <b>Staff</b>                | <ul style="list-style-type: none"> <li>• To take responsibility for leading the Nursery staff team, inspiring, motivating and supporting them.</li> <li>• To carry out staff appraisal and regular supervision meetings.</li> <li>• Work to always ensure a positive team culture. Encourage team social events, staff well-being and team spirit.</li> </ul>   |

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|  | <ul style="list-style-type: none"> <li>• Put in place robust performance management systems to support practitioners and to promptly address any performance issues.</li> <li>• Ensure that staff present a positive professional image of the Nursery at all times.</li> <li>• To ensure that staff are properly deployed and offer appropriate stimulation and positive opportunities for children to learn and develop.</li> </ul>   |
| <b>Marketing &amp; Development</b>     | <ul style="list-style-type: none"> <li>• Work to maximise revenue through the efficient selling of nursery places according to Group Ts&amp;Cs.</li> <li>• Monitor and be aware of pupil numbers and key metrics including sessions sold and % capacity sold.</li> <li>• Actively work to promote the Nursery and its provision in the local area with the support of the Communications &amp; Events Co-ordinator</li> </ul>   |
| <b>Regulatory &amp; Legal</b>          | <ul style="list-style-type: none"> <li>• Keep up to date with Ofsted requirements and areas of focus. Monitor all areas of the Nursery provision to ensure that the requirements of the Early Years Foundation Stage are fully always met.</li> <li>• To liaise with the relevant professionals in the Local Authority and beyond to ensure that all legal and statutory requirements are implemented; to provide reports as required.</li> <li>• To oversee all aspects of compliance and risk in an outdoor setting.</li> </ul> |
| <b>Financial</b>                       | <ul style="list-style-type: none"> <li>• Have an understanding of the Nursery business, revenue and costs and work with the SLT to ensure value from costs incurred and promote profitability.</li> </ul>   |
| <b>Qualifications &amp; Experience</b> | <p><b>Working Hours: 40-hours per week on a rota basis.</b></p> <p><b>Minimum three years' experience in an Early Years setting and one years' leadership experience. Must hold an approved qualification at Level 3 or above and a suitable level 2 qualification in maths.</b></p>  |