



Job Description – Nursery Manager

Job Title:	Nursery Manager
Reporting To:	Junior School Head with dotted line responsibility to Head of Admissions
Department:	Junior School
Scope:	Line management of Head of Nursery

Checks:

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.

Working with us

Achieving more than you believed possible – that's what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us. Since Cognita's launch in 2004, we've built an international network of 69 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita's international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

Akeley Wood School is the largest of the UK Schools and caters for pupils from 1- 18 years. We are a rural yet modern co-educational through school, based on three sites in beautiful settings with inspiring Grade II listed buildings. We focus on developing each child individually with tailored learning goals and objectives, supported by a broad choice of curriculum.

Job summary

- To work with the Head of Nursery to:
 - plan and deliver effective daily management of the nursery, in accordance with Company policy, all relevant legislation, plus local authority and OFSTED requirements.
 - ensure the provision is of the highest quality; providing a safe, stimulating and caring child-centred environment catering for the children's educational and developmental needs.
 - ensure that all agreed quality and safety standards are maintained in the nursery at all times.
- To work with the Head of Admissions and Director of Marketing to deliver a first class service to parents considering the nursery for their child/children, ensuring the nursery is at optimum capacity at all times

- Responsibility for the recruitment and overall management of all childcare and other staff.
- To liaise closely with parents/carers to ensure high levels of involvement and customer satisfaction at all times.

Key Responsibilities

Marketing and Admissions

Work with the Director of Marketing and Admissions and the Head of Admissions to ensure optimum utilisation of nursery places by:

Nursery Admissions

- Receiving and managing a portfolio of nursery enquiries via the admissions team
- Act on enquiries, arranging and hosting visits and 'settling in' days
- Liaise with the SEN team to address any requirements of the child and parent.
- Organise and host visits and tours to potential parents and children, tailoring to the needs of the child and follow-up after each visit or tour.
- As appropriate, conduct pre-visit briefings for the Headteacher of Junior School in advance of each visit and agree any specific requirements and opportunities for each visit.
- Lead Nursery visits
- Arrange 'settling in' days and inductions for potential children and follow-up after each action.
- Arranging offer letters and follow-up of offers in a timely manner.
- Seeking references (if appropriate) so offers may be confirmed.
- At all times, being pro-active in managing the portfolio of enquiries to maximise admissions and contribute to nursery school targets.
- Recording all actions for every stage of the admissions process on Portal and other relevant MIS systems, recording conversations and comments to allow effective follow-up and reporting.

Staff Management and Development

- Contribute to the Nursery Twilight CPD programme in conjunction with the Assistant Head
- Contribute to the implementation of the Performance Management policy including reviews of key nursery staff

Planning, Reporting and Admin

- Develop and maintain an accurate and comprehensive log of places in nursery, showing utilisation, capacity and gaps
- Work with Head of Admissions to ensure visibility of the nursery pipeline allowing the School to understand availability of free nursery places
- Provide accurate reports of nursery utilisation on a weekly and monthly basis
- Working with Director of Marketing and Admissions and the Head of Admissions, identify gaps for recruitment campaigns and activity
- Attending regular meetings with the admissions team to report on progress of enquirers and prospects
- Liaise with the AWS Finance Dept regarding funding and fee account information
- Liaising with the school's finance department, submit Government Early Years Free Entitlement Funding documents to the local authority with supporting parental information

Prospect Pool Management

- Working with Director of Marketing and Admissions, establish and maintain a programme of activities which encourages prospective parents to register with the nursery

Open Days and Events

- Working with marketing colleagues, contribute to the promotion of attendance at Open Days and Events encouraging prospective parents to attend.
- Lead the nursery staff during events to meet and greet parents and prospective parents.

Literature/Information

- Work with colleagues in marketing to ensure adequate supplies of literature and documents required to administer the enquiries and admissions process.
- Work closely with the Events and Campaign Manager to keep news items and information current on eg website; social media etc
- Contribute to the development of publications

Early Years

- Work as a member of the team to contribute (approx. 15-20%) to the childcare and help deliver the Early Years Curriculum.

Monitoring, Evaluation and Assessment

- Contribute to the School's cycle of policy review and make recommendations for change to ensure that they continue to meet the Nursery's developing needs.
- Liaising with the Head of Nursery to ensure the Nursery's self-evaluation (SEF) is kept up-to-date
- Monitoring the quality of EYFS Curriculum with the Head of Nursery

Other

- Any additional duties that may be reasonably expected to be undertaken to support the attainment of pupil numbers across the whole school.

Principal Working Relationships

Internal:

- Headteacher of AWJS
- Marketing and Admissions team colleagues
- Head of Nursery and Nursery Staff
- AWS Finance Team
- Senior Leadership Team
- Teachers
- Pupils
- Cognita UK Marketing & Admissions Manager

External:

- Prospective Parents and Pupils, local Nursery Managers and Staff

Person Specification

Education and Skills:

- Degree educated/Early Years Foundation Degree (or equivalent experience) with GCSE in English and Maths
- Leadership Skills – demonstrable ability to lead a team to achieve objectives to the highest standard
- Interpersonal Skills – excellent interpersonal skills, articulate with the ability to interact at the highest level with staff, pupils, current and prospective parents as well as other stakeholders
- Commercially aware with experience of delivering results
- Experienced at planning and reporting, preparing reports for senior team regarding target attainment and outstanding opportunities
- Excellent Manner – a pleasant and engaging manner which inspires confidence with staff and prospective parents
- Relationships – ability to quickly make good relationships with colleagues and enquirers, building trust and respect to deliver excellent customer service, sometimes handling difficult situations
- Organised and Efficient – a methodical and impeccable approach to office procedures, database management and record keeping
- Information Processing – ability to learn quickly, digest new information and communicate this effectively with people at all levels
- ICT Skills – excellent ICT skills, used to working with Microsoft packages and knowledge of CRM systems
- Knowledge - excellent working knowledge of EYFS and OFSTED Standards
- Proactivity – ability to use initiative, suggest improvements to processes, prioritise and be proactive in managing workload
- At least one year's experience in a similar role

Training and Experience

- Customer Service –evidence of previous training or extensive experience in providing first class customer service
- Experience of using multiple ICT systems

Competencies for the Role

Role Specific

- Management Experience
- Teamworking
- Ability to quickly make relationships to build trust and respect
- Excellent customer service skills and used to dealing with difficult situations
- Excellent IT skills
- Organised and efficient
- Strategic Thinker
- Ability to lead nursery sessions or deliver childcare and contribute to the Early Years Curriculum

Remuneration

- Annual Salary between £26,000 and £28,000
- Contributory pension scheme

- School fee discount
- Professional development
- 25 days holiday (pro-rata'd to part time/term time)
- Free lunches term time

Signed: Date:

Name (Print):