

# Job Description

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**Job Title:**                    **Nursery Manager**

## Role Outline:

<b>Reporting To</b>	Headteacher / Deputy Head
<b>Direct Reports</b>	Deputy Manager, Room Managers
<b>School</b>	Akeley Wood Junior School & Nursery
<b>Internal Contacts</b>	All School non/Teaching employees, Pupils
<b>External Contacts</b>	Education Establishments, Suppliers, Parents

*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.

The position is full time; the Nursery is open 51 weeks of the year. Working hours are 8.00am – 5.00pm or 9.00am – 6.00pm on a weekly shift basis.

## Main purpose of the role:

- To plan and deliver effective daily management of the nursery, in accordance with Company policy, all relevant legislation, plus local authority and OFSTED requirements.
- To 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.

- To ensure that all agreed quality and safety standards are maintained in the nursery 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.
- 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.

#### **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.

### **Key responsibilities and accountabilities:**

#### **1. Staff management and development**

- Leads and manages a team, motivating them with a shared sense of direction, pride and energy.
- Responsibility for the recruitment and overall management of all childcare and other staff, including staffing rotas and chairing staff meetings as appropriate. Carries out all appropriate checks on new employees. Develops and maintains a bank of nursery staff to provide cover for all occasions.
- Liaises with the Headteacher on HR related issues.
- Monitors all nursery staff and student placements, to ensure the effectiveness of service delivery in line with the nursery's policies, procedures and core values.
- Identifies staff training and developmental needs, planning with the Deputy Head to ensure these needs are met. Plans, manages and implements the annual appraisal process following the Performance Management Policy.
- To contribute to and lead the delivery of the Nursery Twilight CPD Programme in conjunction with the Deputy Head.

#### **2. Operational control**

- Develops and manages the operational framework and standards to ensure the smooth running of the nursery at all times. Ensures the required standards, ratios and conditions of registration are maintained at all times.
- Monitors occupancy levels to ensure that they are maximised and proactively markets the nursery to meet these objectives.
- Ensures that the nursery's procedures on child protection are adhered to liaising with the

DSL, Headteacher and Local Authority as required.

- Ensures the highest standard of safety and security within the nursery. Establishes all appropriate emergency procedures, in line with school policies.
- Responsibility for all health and safety issues within the nursery, ensuring compliance with the School's Health and Safety Policy and procedures at all times.
- Operates the highest level of cleanliness and hygiene in within the nursery.
- Works with the catering team, to ensure that the meals provided are healthy and nutritious and cater for individual dietary needs.

### **3. Curriculum development and good childcare practice**

- Ensures that the planning and organisation of education within the nursery provision is carried out to meet the requirements of the Early Years Curriculum.
- To develop and implement initiatives that support children ensuring their individual needs are met within the group setting.
- Working in partnership with your team, taking into account any equality and diversity requirements.
- Monitors and evaluates the effectiveness of the curriculum provided and identifies areas for development.
- Ensures that individual records of all children's educational developmental progress are kept, based on day to day observations.
- Ensures the implementation of the Special Educational Needs Code of Practice and liaises with the school Head of Learning Support & SENDCO.

### **4. 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 Deputy Head to ensure the Nursery's self-evaluation (SEF) is kept up-to-date.
- Create and implement the Nursery's Self Improvement Plan (SIP) in liaison with the Deputy Head.
- Monitoring the quality of EYFS Curriculum.

### **5. 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.

### **6. Record keeping and reports**

- Works with the Deputy Head and School Registrar to collect and maintain accurate statistical and personal records relating to staff, children and families at the nursery, providing regular reports to the Headteacher and other relevant parties.
- Ensures safe storage and appropriate access for all information, to guarantee compliance

with data protection legislation.

#### **7. Parental involvement: managing relationships and sharing information**

- Builds strong parent/carer relationships through day to day liaison with parents, resolving any issues or complaints as they arise.
- Encourages the involvement of parent/carers at all levels in the work of the nursery, including regular reviews of children's progress.
- Delivers childcare in a way that meets parents' needs and work in partnership with them providing high levels of customer care at all times.

#### **8. Liaison with outside agencies and other parties**

- Together with the Deputy Head, develop links and a close working relationship with Northamptonshire Council's Early Years Team to ensure that the nursery receives all information and support available.
- Develops 'learning partnerships' with other industry leading nurseries and childcare organisations, to ensure that provision of care is as high quality and innovative as possible.
- Together with the Headteacher, maintains a strong, positive relationship with OFSTED.

#### **9. General**

- Attends and contributes to regular operational and strategy meetings with the Deputy Head and Headteacher.
- Undertakes any other duties within the scope of the post as required.
- Carry out all responsibilities and duties of the post with due regard to the School's Equal Opportunities policy.

### **Person Specification**

#### **Education and Skills:**

- Degree educated/Early Years Foundation Degree (or equivalent experience) with GCSE in English and Maths.
- Knowledge - excellent working knowledge of EYFS and OFSTED Standards and experience of inspections.
- Proactivity – ability to use initiative, suggest improvements to processes, prioritise and be proactive in managing workload.
- 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.
- At least one year's experience in a similar role.
- Knowledge of Health and Safety Legislation.
- Thorough with strong attention to detail and a commitment to excellence.
- Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities.
- Flexible and receptive to change.
- Willing to acquire new skills and undertake further training when necessary.
- Enjoys working collaboratively as a member of a team.
- Willing to work a shift system between 8.00am and 6.00pm

## 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 subject to experience
- Contributory pension scheme
- School fee discount
- Professional development
- 25 days holiday (pro-rata'd to part time/term time)
- Free lunches