



St Martin's Preparatory School

Job Description and Person Specification

Head of Early Years/ Nursery Manager

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

Post title: Head of Early Years/ Nursery Manager

Hours of work: Full-Time (All Year Round) 8.00 am to 5:00 pm, Monday to Friday

Remuneration: Dependent on experience

Responsible to: Head Teacher

Main Purpose of the Role

The role of the Head of Early Years/Nursery Manager is to provide professional leadership and management of the nursery. To effectively manage the day-to-day running of the nursery and to deliver the highest standards of care and education.

You will hold a full and relevant qualification in Early Years at Level 3 or above, understand and ensure the requirements of the EYFS and Ofsted are met and have experience working in a busy nursery setting in a management position. The ideal candidate will also hold QTS.

Main Responsibilities

Childcare and Education

- Promote and uphold high standards of quality within the nursery and EYFS setting, ensuring that the environment, resources, and experiences offered to our children are enriching, inclusive, and reflective of their needs and interests.
- Ensure that all children attending the nursery receive rich, diverse, and stimulating experiences that are tailored to their age, stage of development, and individual interests, fostering their curiosity and love of learning.
- Ensure that all practices and provisions in the nursery meet or exceed the requirements of the Early Years Foundation Stage, with a focus on child-led, play-based learning that supports holistic development.
- Ensure that children are kept safe, and that all staff are fully trained in and adhere to Safeguarding Procedures, understanding their responsibilities to protect and nurture every child.
- Promote and facilitate strong partnerships with parents, carers, and other family members, recognising and supporting their vital role in the child's development and learning journey.
- Support the development and implementation of best practices concerning special needs and inclusion, ensuring that every child has the opportunity to thrive in a welcoming and supportive environment.
- Establish, develop, and maintain highly professional working relationships with relevant Local Authority Departments, regulatory

bodies, and other agencies, ensuring compliance and advocacy for the nursery's high standards.

- Create and maintain a culture of self-evaluation and reflective practice throughout the nursery, encouraging continuous improvement and professional development among all staff members.

Health and Safety

- Manage the day- to- day operation in order to ensure the Health and Safety of the children, their parents and carers, the team and any visitors to the nursery
- Adhere to all health and safety policies and procedures.
- Be fully aware of all emergency and security procedures.
- Conduct Daily Risk Assessments

Operational

- Create staff rotas to ensure all rooms are in ratio
- Ensure the nursery is prepared for Quality Assurance and Ofsted inspections.
- To operate within an assigned budget

Staff

- Nursery Staff Management
- Induct, support, train and appraise all staff to ensure delivery of high-quality childcare practice
- Identify training needs; develop training plans and evaluate training undertaken by staff.
- Develop open and positive working relationships with staff.
- Marketing & Customer Care
- Proactively represent the Company and advance its interests in the local community.
- Promote the nursery to current parents and potential customers.
- Ensure that all staff develop and maintain friendly and professional relationships with parents and carers
- To engage families on social media

General

- Responsible for all administrative duties associated with the nursery, such as maintaining children's records
- Adhere to all Company policies and procedures
- Ensure that the Company's policies on diversity and equal opportunities are adhered to
- Undertake any other duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The role is subject to references and an enhanced DBS check.

	Essential	Desirable	Method of assessment
Qualifications	<p>Minimum Level 3 qualification in Children and Young Peoples Workforce or equivalent.</p> <p>Ideal candidate will hold QTS.</p>	GCSEs in Maths and English A*C	Production of the Applicant's certificates
Experience/ Knowledge	<p>Two or more years relevant experience</p> <p>Food Hygiene Certificate</p> <p>Paediatric First Aid</p> <p>Excellent working knowledge of the Early Years Foundation Stage and current Ofsted statutory guidance.</p> <p>Knowledge and proven practical experience of implementing good quality learning opportunities.</p>	<p>Working in multiple nurseries</p> <p>Substantial and relevant experience in a promoted post in the field of early learning & childcare</p> <p>Liaison with parents & multi-agency teams</p> <p>Previous experience in a managerial role within an early years setting.</p>	<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills & Attributes	<p>Empathy and understanding of children under two years old.</p> <p>Excellent verbal and communication skills with children and parents.</p> <p>Calm and caring nature</p> <p>Ability to work as part of a team.</p> <p>Able to work on own initiative.</p> <p>Able to perform under stress.</p> <p>Reliable, enthusiastic, and flexible.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>
Administrative & Basic IT Skills	<p>Ability to write reports and keep clear and accurate records.</p> <p>Excellent admin & organisational skills.</p>		<p>Application Form</p> <p>Interview</p> <p>Professional references</p>