

# Job Description and Person Specification



## Nursery Manager

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| <b>Salary:</b>          | <b>£42,812pa inclusive</b>   |
| <b>Hours:</b>           | <b>36 hours per week</b>   |
| <b>Annual Leave:</b>    | <b>35 days per annum plus public holidays plus up to 3 days Christmas efficiency closure</b> |
| <b>Reports to:</b>      | <b>Executive Director Resources</b>  |
| <b>Responsible for:</b> | <b>Deputy Nursery Manager &amp; nursery staff</b>  |
| <b>Location:</b>        | <b>This post will be based at the Main Campus, Isleworth</b>                                 |

**The purpose of the post is:** to provide professional and effective leadership and management to the College nursery, through strategic development and implementation of high-quality early years education and care. Promote effective links with external partners to maximise children numbers in the nursery and ensure that the nursery makes a strong contribution towards the College meetings its aims.

**The main duties and responsibilities of the post will include:**

### Leadership and management

1. Manage the day to day running of the College nursery, ensuring that it operates in line with current early years' legislation, DofE and Ofsted.
2. To act as the designated safeguarding officer for the nursery in line with local safeguarding partnership guidance and the college safeguarding policies, including being a member of the cross college safeguarding committee and providing reports to it as required.
3. Oversee the work and take on a shared responsibility as Special Education Needs Co-ordinator and ensure the development of good practice with regards to SEND and inclusion with a focus on the early identification and intervention for children.
4. Establish, develop and maintain highly professional working relationships with relevant local authority departments, regulatory bodies and other agencies.
5. Keep the Executive Director Resources updated about the impact of any policy changes or other information related to the strategic direction of the nursery.
6. Undertake the recruitment, selection and training of nursery staff at all levels of responsibility.
7. Manage staff, carrying out appraisals, target setting meetings and supervision reviews.
8. Identify staff development needs and identify appropriate CPD using a range of resources i.e. staff development days, external training, induction and team meetings and support monitoring and review of the outcomes and impact of these.
9. Manage staff absence, discipline, incapability issues, leave and special leave.

10. Ensure that all nursery policies and procedures are communicated to staff and implemented, that aims and objectives are established and disseminated, and that professional attitudes are maintained.
11. Ensure children are kept safe and that all staff understand and, when necessary, follow safeguarding policies procedures.
12. Ensure that all staff are aware of and implement high quality care and education within a safe and inclusive environment, in line with current EYFS statutory framework, nursery policies and current developments in early years care and education.
13. Carry out administrative duties associated with the management of the nursery, such as maintaining records on children and families; and records needed for parents accessing financial support.
14. In liaison with the College Finance Office, manage monthly invoicing, fee collection, and early chasing of late payment.
15. Complete incident reports as appropriate, ordering equipment and educational material, maintaining inventories and keeping personnel records; organising staff rotas; completing staff sickness records and the collecting data as required by College internal and external procedures.
16. Manage the nursery budget and various learner support funds to maximise financial support for children of parents who are attending the College and ensuring sustainability of the nursery.
17. Ensure that appropriate staffing is in place at all times complying with any legal requirements and support the Deputy Manager in ensuring staff utilisation obligations are met.
18. Work with the College's marketing department to develop effective marketing and publicity materials for the nursery which promote a positive high profile for the nursery and college with students, parents, the local authority partners and other support agencies and which maximise children numbers in the nursery.

### **Curriculum and quality**

19. Ensure that the provision and teaching and learning practises in the nursery meets the requirement of the current Early Years Foundation Stage statutory framework
20. Provide and promote effective pedagogical approaches within the nursery that is marked by high but realistic expectations and which promotes a joy in learning that forms a sound foundation for children's continuing achievement in later life.
21. Provide a framework for the curriculum, reflecting our local context and offers all children including those with identified Special Education Needs and Disability a range of opportunities design to help them develop and achieve their full potential.
22. Manage admissions, allocations and settling procedures and ensure that they are carried out in accordance with the college and nursery's equal opportunities and safeguarding policies.
23. Ensure highly effective monitoring of children's progress in their learning and development and timely interventions and strategies are in place to ensure all children achieve their full potential.
24. Ensure the collection of detailed work records and management of data to help evaluate the service and produce appropriate reports, including preparing and leading on any Ofsted or early years' inspections and the annual self-assessment process.

## **Responsiveness**

25. Contribute to the whole college developments, working groups and projects as requested.
26. Work alongside childcare and learning support tutors in offering opportunities, when appropriate, to share childcare expertise, practise with students either on placements or presenting workshops.

## **Generic Duties:**

27. Attend and Participate in College meetings as necessary and actively promote college policies.
28. Follow strictly the requirements of the College's health and safety policy and comply with the College financial regulations.
29. Participate in staff development activities and undertake further training as part of your continuing professional development.
30. Work flexibly in order to satisfy the organisational needs, including enrolment and occasional evening or weekend work.
31. Maintain confidentiality of information acquired in the course of undertaking duties relating to staff, students, and visitors, and adhere to the College's Data Protection Policy and the Data Protection legislation.
32. Uphold and promote College policies, procedures and controls, including the College's Equal Opportunities policy and promoting those specifically applicable to this area of work.
33. Promote a positive image of the College in all contacts with staff, students, visitors and contractors.
34. Carry out other reasonably comparable duties that may be required from time to time.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess relevant degree level qualification , or significant experience in a Nursery setting.
2. Management and Leadership experience in nursery settings or other childcare provision working with children between the age range 3mths – 5yrs.
3. Demonstrate excellent knowledge and understanding of current Early Years framework (and proposed changes) and have experience of planning and facilitating a wide range of learning experiences for children aged between 3 months to 5 years.
4. Possess a sound knowledge of legislation, regulations including Ofsted regulatory guidance and inspection framework.
5. Excellent knowledge of child development and pedagogical approaches suited to early years' education.
6. A sound knowledge of safeguarding and child protection policies and practises within an early year's setting.
7. Knowledge and experience of supporting children with special education needs and disabilities.
8. Demonstrate a knowledge and understanding of Early Years Legislation and show the ability to develop and update written policies, procedures and risk assessments
9. Understand multi-agency working and be able to communicate effectively with a wide range of agencies.
10. High level of organisational and planning skills with the ability to work in a demanding and pressured environment, independently to tight deadlines, recognising the importance of professional boundaries, and the need for confidentiality.
11. Be able to demonstrate good interpersonal skills including:
  - (a) Relating positively to parents;
  - (b) College staff;
  - (c) Students; and
  - (d) outside agencies at all levels.
12. Experience of effectively managing budget and a sound knowledge of different funding within PVI settings.
13. Possess appropriate IT skills relevant to the post, for example, excel, words
14. Have an awareness and understanding of equal opportunities and inclusive practice, demonstrating a positive approach to these practices with children, parents and colleagues and other stakeholders.
15. Be willing to undertake training and development as required within the role.

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date: 19 August 2024**

**Reference No: 4NUR001**

**Interview date: TBC**

# Conditions of Service

|                      |   |
|----------------------|---|
| <b>Contract:</b>     | Permanent<br>Full time  |
| <b>Salary:</b>       | £42,812pa inclusive<br>The salary offered for this post will be a spot salary on point 1 of the Management Spine scale.<br><br>Spot salary means there is no entitlement to any incremental pay increase.   |
| <b>Pension:</b>      | Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.   |
| <b>Annual Leave:</b> | 35 days per annum plus public holidays plus up to 3 days Christmas efficiency closure   |
| <b>Hours:</b>        | 36 hours per week   |
| <b>Probation:</b>    | Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.<br><br>Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.<br><br>The extended period of probation is ensure that there is an adequate period of "normal" working during which to provide support and assess an employee's performance. |
| <b>Disclosure</b>    | The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service (DBS)  |