



# Clevelands Preparatory School

## Job Description and Person Specification

### 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.**

<p><b>Post title:</b></p> <p><b>Hours of work:</b></p> <p><b>Remuneration:</b></p> <p><b>Responsible to:</b></p>	<p>Nursery Manager</p> <p>Full time (40 hours per week, 52 weeks per year)</p> <p>Commensurate with experience</p> <p>Headmaster</p>
<p><b>Main Responsibilities:</b></p>	<p>The role of the 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.</p> <ul style="list-style-type: none"> <li>• To be responsible for and to oversee the day to day management, staffing, organisation and smooth running of the nursery</li> <li>• To promote high standards of quality within the nursery in respect of the environment, resources and experiences offered to children</li> <li>• Ensure that all children attending the nursery receive rich and stimulating experiences appropriate to their age and stage of development</li> <li>• Ensure that practice and provision in the nursery meets the requirements of the Early Years Foundation Stage policy and ISI standards</li> <li>• Ensure that children are kept safe and that staff understand and, when necessary, follow safeguarding procedures</li> <li>• The ability to plan for individual children's needs and observe and assess the development of 3- 4 year olds</li> <li>• Promote and facilitate partnerships with parents/carers and other family members</li> <li>• To communicate with parents, carers about the day-to-day needs of the children</li> <li>• To ensure accurate records are kept for the children's development</li> <li>• Support staff in delivering the Foundation Stage; ensure that provision in the nursery meets the requirements of the local EYDCP in relation to nursery education grant funding for three and four year olds</li> <li>• Create and maintain a culture of self-evaluation and reflective practice through the nursery</li> <li>• To provide a stimulating environment with constantly changing displays and equipment</li> <li>• To support the transition of children both between rooms and in preparation for school</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To help organise events which may include parents evenings.</li><li>• To manage a budget in conjunction with the Headteacher</li><li>• To conduct performance management reviews within the nursery</li><li>• To report to the management team and to contribute to the strategic planning, monitoring, evaluation and development of the Nursery</li><li>• Recruit, induct, support, train and appraise all staff to ensure delivery of high-quality childcare practices</li><li>• Develop a well-qualified and experienced team able to meet and exceed all relevant standards</li><li>• Identify training needs; develop training plans and evaluate training undertaken by staff</li><li>• Develop open and positive working relationships with staff</li><li>• To monitor staff planning, assessment and observations</li><li>• To plan the agenda and lead staff meetings</li><li>• To organise staff rotas</li><li>• Work in conjunction with Human Resources in disciplinary and grievance investigations and hearings</li><li>• To lead on admissions, by working with the school secretary (to share leads etc...), organising tours and holding interviews.</li></ul> |
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<p><b>Monitoring, Assessment, Recording, Reporting, and Accountability</b></p>	<ul style="list-style-type: none"> <li>• To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.</li> <li>• To contribute towards the implementation of Individual Pupil Profiles, particularly the planning and recording of appropriate actions and outcomes related to set targets in liaison with the SENCO.</li> <li>• To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.</li> <li>• To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.</li> <li>• Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.</li> </ul>
<p><b>Subject Knowledge &amp; Understanding</b></p>	<ul style="list-style-type: none"> <li>• To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.</li> <li>• To keep up to date with research and developments in pedagogy and the subject area.</li> </ul>
<p><b>Professional Standards &amp; Development</b></p>	<ul style="list-style-type: none"> <li>• To be a role model to pupils through personal presentation and professional conduct.</li> <li>• To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.</li> <li>• To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>• To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety.</li> <li>• To establish effective working relationships with professional colleagues and associate staff.</li> <li>• To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.</li> <li>• To be involved in extra-curricular activities such as making a contribution to out of hours school clubs and visits.</li> <li>• To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.</li> <li>• To be aware of the role of the Governing Body of the School and to support it in performing its duties.</li> <li>• To train in paediatric first aid.</li> <li>• To be familiar with and implement the relevant requirements of the current SEN Code of Practice. <ul style="list-style-type: none"> <li>○ To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who: <ul style="list-style-type: none"> <li>○ have SEN;</li> <li>○ are gifted and talented;</li> <li>○ are not yet fluent in English.</li> </ul> </li> </ul> </li> <li>• To uphold the school's core values.</li> </ul>

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## 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.

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Minimum Level 3 qualification in childcare.</li> </ul>	<ul style="list-style-type: none"> <li>GCSE's in Maths and English A*-C</li> <li>First aid training (preferably Paediatric)</li> </ul>	Production of the Applicant's certificates
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working with or caring for children of nursery school age</li> <li>At least 2 years' experience of working in a senior role within a childcare setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in multiple nurseries</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Excellent communication skills, both verbally and in writing</li> <li>Ability to manage budgets</li> <li>An understanding of requirements of pupils with special educational needs</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge of the EYFS</li> <li>Understanding of how children develop and learn, and the ability to apply this</li> </ul>		Contents of the Application Form  Interview  Professional references
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>A genuine enthusiasm for working with children and a commitment to their success and development.</li> <li>A commitment to overcoming barriers to learning.</li> <li>An ability to inspire confidence.</li> <li>A positive attitude to the use of authority and maintaining student discipline.</li> </ul>		Contents of the Application Form  Interview  Professional references

	<ul style="list-style-type: none"><li>• An ability to strike a good professional rapport with students, staff and parents.</li><li>• Being a positive role model.</li><li>• An interest in contributing to the extracurricular life of the school.</li><li>• Friendly and approachable.</li></ul>		
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