

## Nursery Manager – Oaks Day Nursery

---

<b>Service:</b>	The Education People – Early Years and Childcare
<b>Salary:</b>	TEP9 £30,171 - £36,052 pro rata
<b>Reporting to:</b>	Nurseries Strategic Lead Improvement and Standards Team

### **Purpose of Role:**

To effectively lead, inspire and take responsibility for the overall leadership and management of a high-performing early years and childcare provision.

To lead the delivery of the Early Years Foundation Stage, and to develop collaborative partnerships to ensure all children get the best start in their early years through a sufficient, diverse, accessible, high quality and inclusive provision.

### **Safeguarding requirement:**

The Education People is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedure to continuously promote a culture of safeguarding across the whole organisation

**Please note:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Annex A: Main duties and responsibilities:

---

- Implement and ensure compliance and delivery of the Early Years Foundation Stage through a diverse and challenging curriculum designed for all ages and stages to support children to be ready for the next stage.
- Lead and embed a culture of self-evaluation and continuous improvement, including the development of a high-quality team in line with The Education People Values.
- Grow the presence and reputation of the nursery within and beyond the local community.
- Develop positive and collaborative partnerships with parents, families, practitioners, early years providers and professionals, as well as external agencies and organisations.
- Recruit as necessary, develop and lead the staff team to ensure success through regular CPD opportunities and supervisions, striving for an outstanding Ofsted judgement.
- Lead a proactive approach to continuous improvement and change management, anticipating change and respond with agility and pace to significant changes in the sector or from revised regulatory standards. Take a proactive approach to address actions and advice following audits/reports internally and externally.
- Ensure legal, statutory and KCC compliance in all aspects of the nursery, following data protection requirements.
- Retain financial and budget responsibility for the nursery ensuring compliance with relevant financial controls.

Please note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post

## Annex B: Person specification: Nursery Manager

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted. Applicants should describe in their application how they meet these criteria

	MINIMUM
<b>QUALIFICATIONS</b> <i>(if essential)</i>	<ul style="list-style-type: none"> <li>• A full and relevant Level 3 Early Years qualification with at least 2 years' experience of working within a setting (Foundation Degree is desirable but not essential)</li> <li>• A willingness to work towards a relevant degree level qualification(dependent upon funding)</li> <li>• Leadership &amp; Management professional development programme/training (or relevant experience)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Proven experience of leadership in a childcare/early education setting.</li> <li>• Significant experience in working with families to enhance their involvement in children's learning</li> <li>• Strong pedagogical leadership</li> <li>• Experience of people management and development</li> <li>• Experience of working in the context of multi-agency and collaborative partnerships</li> <li>• Experience of effective budget management</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Ability to think and plan both strategically and operationally</li> <li>• Ability to lead and manage a team</li> <li>• Ability to establish effective relationships with a range of stakeholders</li> <li>• Excellent communication skills of all kinds and with all audiences</li> <li>• Be highly motivating, approachable and flexible</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Excellent organisational and time management skills</li> <li>• Strong analytical and problem-solving skills</li> <li>• The ability to identify risk and manage it appropriately</li> </ul>

<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of all aspects of the legislative and policy framework of early years and childcare</li> <li>• Detailed knowledge of EYFS 0-5 curriculum.</li> <li>• Knowledge of child development, particularly how children learn</li> <li>• Knowledge of how to improve services and outcomes.</li> <li>• Thorough understanding of Health and Safety and Safeguarding/Child Protection regulations</li> </ul>
<b>BEHAVIOURS</b>	<p>All leadership competencies apply, with behaviours shown below being of particular relevance:</p> <p>Truth and judgement</p> <ul style="list-style-type: none"> <li>• Stay grounded, speak honestly</li> <li>• Open to new ideas</li> <li>• Welcome challenge on how you do things</li> </ul> <p>Conversation and compassion</p> <ul style="list-style-type: none"> <li>• Encourage free flowing conversation</li> <li>• Be sensitive to someone's needs...accepting differences</li> <li>• Politeness when dealing with others – check for mutual</li> <li>• Understanding</li> </ul> <p>Empowerment and enterprise</p> <ul style="list-style-type: none"> <li>• Recognise initiative, be creative, share ideas</li> <li>• Have a 'can do' attitude, be positive</li> <li>• People and partnership</li> <li>• Keep communication open</li> </ul>

## Annex C: Company Values and Expectations

---

At The Education People we are guided by our shared values:

- **Moral Purpose:** We are driven by our shared moral purpose to do all that we can, both directly and indirectly, to improve educational outcomes and life chances.
- **People First:** We are committed to always putting people first: our staff, clients and partners, and above all, the people we serve.
- **Stronger Together:** We believe in the power of partnership and collaboration, understanding that the very best outcomes are delivered only when we embrace challenge and work together – with each other, our clients and partners.
- **Excellence:** We strive to excel in the delivery of high quality services that produce lasting outcomes: balancing pace, precision, practicality and cost.
- **Spirit of Innovation:** We have a restless curiosity; we embrace every opportunity to learn, to challenge the status quo, and to seek to set new standards for outcomes and delivery.
- **Integrity:** We expect the highest standards of professionalism and integrity of ourselves and others, acting at all times within the ethical framework of our values.