

<b>Post Title:</b>	Nursery School Manager
<b>Starting Date:</b>	September 2021
<b>Salary:</b>	£18k - £20k per annum
<b>Hours:</b>	Based on 30 hours per week during term time
<b>Location:</b>	St. James' Church Centre, Church Lane, Rowledge, Surrey, GU10 4EN.
<b>Line Management:</b>	The Parochial Church Council via the Little Fishes Steering Group
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• 2 x Deputy Managers</li> <li>• Administrator</li> <li>• 3 x Nursery Assistants</li> </ul>

## Background Information

Little Fishes Nursery School is owned and operated by St. James' Church as a way of serving and our local community and building links between young families and the church. It was opened in 1996 and runs in the Church Centre providing early years care and education for children from ages 2 years to the start of primary school.

Oversight and support of the Manager's role is provided by a Steering Group which currently consists of the Vicar, Churchwarden, Headteacher of the local Church of England Primary School and the Assistant Director of Education at the Diocese of Guildford.

The Nursery's last Ofsted inspection was on 19<sup>th</sup> May 2019 and can be viewed [here](#). The setting was given a 'Good' rating.

The maximum number of children in the setting during any one session is 26.

The nursery currently operates from 9am – 3pm Monday to Thursday and 9am to 12:30pm on Fridays.

## Role Description

### Child Focus

- To plan, deliver and monitor a high standard of learning, development and care for children aged 2-5 years.
- To ensure provision of an appropriate play-based Early Years Foundation Stage (EYFS) curriculum that enables children to make individual progress.
- In partnership with the designated SENCo, to recognise and act upon children's additional or special educational needs and ensure staff support these children effectively.
- To ensure provision of a safe, caring and stimulating educational environment (both indoors and outdoors) at all times.
- To organise and participate in the 'key person' system, ensuring each child has a key worker.

### Leadership Focus

- To manage the day-to-day activities of the nursery, providing proper oversight of all staff, volunteers and visitors.
- To be responsible for compliance with all safeguarding legislation and procedures and to promote the welfare and safety of children within the setting at all times, reporting any welfare or child protection concerns immediately to the Parish Safeguarding Officer and Vicar as well as to other statutory bodies.
- To ensure the nursery meets the requirements of Ofsted and other statutory bodies at all times.

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- To ensure the Christian ethos and vision of the nursery is developed and promoted at appropriate opportunities.
- To ensure compliance by all staff of nursery policies and procedures.
- To ensure that the setting is actively engaged in continuous quality improvement working towards an "outstanding" Ofsted rating.
- To be responsible for the recruitment of all childcare and other staff.
- To conduct regular staff appraisals and supervision sessions and identify staff training needs.
- To undertake and assign 'designated officer' roles.
- To keep informative, accurate and up-to-date records, including records of progress and any behavioural or developmental concerns in compliance with GDPR requirements.
- To work in partnership with senior management and the steering group to update and review the self-evaluation and Strategic Development Plan.
- To manage the nursery school petty cash system.
- To contribute to and attend his/her staff appraisal and follow through any personal professional development needs highlighted.
- To undertake regular training as and when appropriate. First aid training and child protection training to be kept up to date within national guidelines specified.
- To lead regular team meetings.
- To perform any other duties as deemed necessary by the Vicar or Steering Group.

### **Partnership Focus**

- To develop partnerships and ensure close liaison with parents/carers to increase their involvement in their child's development and in the wider life of the nursery and church.
- To work in close partnership with the Vicar and Parochial Church Council, ensuring that the nursery contributes to the overall missional aims of the church.
- In liaison with the Church Treasurer, to ensure the nursery operates in an effective and efficient financial manner within its set budget.
- With the support of the Administrative Assistant, to ensure the nursery is effectively marketed in the local community.
- To work with local schools to support children in their transition to Reception classes.
- To liaise and work in partnership with other agencies, both statutory and voluntary, where appropriate.

### **Faith Focus**

- To develop the effective communication of Christian faith in an early-years setting through promotion of creative play, stories, craft, etc.
- To promote the work of the nursery school in the wider church context, speaking up to three times a year in church services.
- To help develop the distinctly Christian ethos and vision of the nursery.
- To attend the church leadership team meetings on a monthly basis on Mondays.
- To attend weekly prayer meetings on a Wednesday morning when possible.
- To signpost families towards available pastoral support in times of need.

*This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the nursery. You are also required to be flexible and adaptable with respect to the role.*

<b>Person Specification</b>		
<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
Education and qualifications	Minimum of Children's and Youth Workplace Level 3 Diploma (or equivalent qualification)	Qualified Teacher Status (QTS)
	Good general education to GCSE level or equivalent	Paediatric first aid certificate.
	Permission to work in the UK	Experience coordinating a specific specialist area.
Experience and knowledge	Previous experience working in a pre-school setting.	Experience of senior management in an educational setting.
	Knowledge of the Early Years Foundational Stage and current Ofsted statutory guidance.	Experience developing volunteers to support paid staff.
	Knowledge of and proven practical experience of implementing high quality, dynamic learning opportunities.	Experience working in a Christian setting.
		Experience using online learning journal software.
Skills and attributes	Empathy and understanding of children under the age of five years.	
	Excellent verbal and communication skills.	
	Calm, caring and nurturing personality.	
	Administrative skills including report writing, clear and accurate record keeping and basic IT skills.	
	Excellent organisational skills	
	Ability to inspire and work effectively as part of a team.	
	Ability to work on one's own initiative.	
Personal qualities	Reliable and trustworthy.	
	Dynamic, enthusiastic and fun.	
	Flexible and willing.	
	Supportive of the aims of the Christian church in loving God and loving our neighbour as our selves.	A practising Christian, currently part of a church fellowship.

## **NOTES**

- This role is subject to receipt of a satisfactory disclosure from an advanced level check by the Disclosure and Barring Service (DBS check).
- This role is exempt from the Rehabilitation of Offenders Act 1974.