



# Nursery Manager

<b>Reports To</b>	Director
<b>Salary</b>	£30,000 - £32,000 pro rata (0.9 FTE actual salary £27,000 - £28,800)
<b>Contract</b>	Full Time
<b>Hours</b>	37.5 hours hours per week
<b>Start Date</b>	Flexible

## Job Outline

As we prepare to open our doors, we are seeking a passionate and driven Nursery Manager to play a pivotal role in shaping the future of Halimah's Nursery. This key position is instrumental in helping us achieve our *Mission*.

The Nursery Manager will oversee the implementation of the EYFS framework while bringing our Muslim ethos to life in daily practice. You will be responsible for creating a safe, nurturing, and enriching environment for early years children, ensuring they receive the care and education they deserve.

This role also involves fulfilling all legal and statutory requirements, managing and leading staff effectively, and contributing to the development and implementation of nursery policies.

## Safeguarding Requirement

Halimah's Nursery 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 procedures to continuously promote a culture of safeguarding across the whole organisation.

## Main Duties

- To teach children, offering an appropriate level of support alongside stimulating play experiences.
- To lead, motivate and inspire the team to deliver outstanding early years education and care.
- To take responsibility for drawing up long-term, medium-term and sessional curriculum plans that take into account the requirements of the Early Years Foundation Stage (EYFS).

- To have an appropriate action plan in place that enables the setting to achieve and maintain a minimum 'Good' Ofsted rating.
- To ensure that staff are appropriately supported to carry out their role effectively, including the Early Years SENCO.
- To ensure that the welfare and safety of children is promoted within the setting and that any child protection concerns are always acted upon appropriately and immediately.
- To liaise closely with parents/carers, informing them about the setting and its curriculum, exchanging information about children's progress and encouraging parents' involvement.

*This job description is not an exhaustive list of duties, and the post holder will be required to undertake any other reasonable duties discussed and directed by the Directors. The postholder is also expected to be flexible and adaptable in their approach to fulfilling their duties.*

## **Person Specification**

Essential Criteria:

- A sufficient understanding and use of English.
- Pediatric First Aid Certificate or a commitment to obtaining one.
- At least two years' proven experience of working in an early years care and education setting, or at least two years' other suitable experience.
- Level 3 early years education and childcare qualification or equivalent.
- Ability to plan and implement an early years curriculum, taking into account the SEN Code of Practice, child protection procedures and equal opportunities considerations.
- Demonstrable and detailed knowledge of current legislation relevant to the early years.
- Ability to comply with the requirements placed on the setting by the EYFS.
- Ability to write clear reports.
- A clear understanding of how to integrate a Muslim ethos.

Desirable Criteria:

- Level 4 or above early years education and childcare qualification or degree.

*This post is exempt from the Rehabilitation of Offenders Act (1974) and requires an enhanced Disclosure and Barring Service Check. Applicants must be prepared to disclose any convictions they may have and any orders that have been made against them.*