



BROADLANDS

Primary School

In federated partnership with Aylestone School
and Withington C.P. School

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Executive Headteacher: Mr S Robertson

Head of School (Primary): Mrs C Willis

Head of Learning: Mrs L Smith

Nursery Manager Job Description

Job Title: Nursery Manager	Post No: U775	Grade: HC7
<p>Organisational information:</p> <p>Responsible to:</p> <p>Head Teacher and EYFS Lead</p> <p>Responsible for:</p> <p>Learning and Social Support Assistants in Nursery Setting</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p>Internal: Pupils, parents/carers, teaching and support staff throughout the school; other employees within the Children & Young People Directorate.</p>		
<p>Main Purpose of Job:</p> <p>To provide the highest quality of care and development opportunities for all children in the Nursery.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p> <p>Main Responsibilities:</p> <ul style="list-style-type: none"> • Carry out the duties of a Nursery Manager (as detailed below) • Ensure high standards of care, development, learning and behaviour; • Maintain and develop the ethos, values and overall purposes of the Nursery • Implement Nursery policies and procedures; • Prepare for OFSTED inspections and address any recommendations made • Ensure that all required standards, ratios and conditions of registration are maintained at all times <ul style="list-style-type: none"> • Observe each child's progress by undertaking continuous assessment, to inform planning for progression and continuity • Communicate politely, effectively and appropriately with all stakeholders. 		

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Marketing and Admissions:

To ensure optimum utilisation of nursery places:

- Act on enquiries, arranging and hosting visits and 'settling in' days
- Organise and host visits and tours to potential parents and children, tailoring to the needs of the child and follow-up after each visit or tour.
- Lead Nursery visits
- Arrange 'settling in' days and inductions for potential children and follow-up after each action.
- Arranging offer letters and follow-up of offers in a timely manner.
- At all times, being pro-active in managing the portfolio of enquiries to maximise admissions and contribute to nursery school targets.
- Completing reports/articles to share with different media; promoting achievements/ Stay and Play sessions in Nursery
- Liaise with the school's administrator and submit Government Early Years Free Entitlement Funding documents to the local authority with supporting parental information
- Organise and lead on the promotion of attendance at Open Days and Events encouraging prospective parents to attend.
- Lead the nursery staff during events to meet and greet parents and prospective parents.

Staff Management and Development

- Be involved in the appointment of nursery assistants and ensure all appropriate checks and references are obtained
- To manage the nursery staff, including appraisals, staff inductions and organise staff training needs, ensuring training is up to date, monitoring delivery through observations and giving feedback
- Contribute to the Nursery CPD programme in conjunction with the main school CPD programme
- Contribute to the implementation of the Performance Management policy including reviews of all nursery staff

Operational responsibilities

- Be responsible for the day-to-day supervision of the Nursery;
- Managing attendance of children and maintaining accurate registers and ensure that children only leave the group with an authorised adult
- Maintaining child and parent/carer records such as emergency contact and health information
- Operate and evaluate an annual programme of activities, suitable for the age range of the children following the EYFS curriculum;
- Plan and deliver individual and group work activities with the children.
- In consultation with the nursery team formulate, operate and evaluate a programme of activities, based on each child's individual development needs and following the Learning and Development requirements of the Early Years Foundation Stage (EYFS)
- Create a safe, stimulating and attractive environment for the children;
- Operate as a keyworker for individual children, managing an agreed number of children; Observe each child's progress and report on achievements and progress; Complete all assessment records as required;
- Liaise with external agencies when required;
- Ensure that all required standards, ratios and conditions of registration are maintained at all times in conjunction with the Head of EYFS and Headteacher
- Develop excellent communications with parents/guardians, encouraging them to participate in their child's progress and development and responding to any queries
- Organise events, trips, parents meetings and open days as required and support links between home/school
- Using a variety of software packages to produce correspondence (such as newsletters) and documents (such as end of year reports) and spreadsheets (such as staff rotas)

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- Ensuring updates are made to the website
- Assist with the care, maintenance and security of all equipment and toys within the nursery
- Prepare for both internal and external inspections and address any recommendations made;
- Lead on specific areas of responsibility as agreed with the Headteacher.
- Participate in the planning, delivery and evaluation of Individual Education Plans (IEPs) and/or Individual Behaviour Plans (IBPs) and/or therapy programme (as appropriate) and provide regular feedback to the SENCo and contribute to regular reviews
- Ensure CAF requirements are met
- Be familiar with all emergency and security procedures e.g. fire procedures, routines for dropping off and collecting children

Strategic Direction and Development of the School As part of the Leadership Team the Nursery Manager will assist the headteacher to:

- Develop a strategic view for Nursery and school improvement and the raising of standards in vulnerable pupil's attainment and progress.
- Analyse and plan for the Nursery and school's future needs and further improvements. Identifying and meeting priorities and targets within the local and national context, taking into account appropriate data.
- Lead by example inspiring and motivating the learning community.
- Play a leading role in formulating and implementing a positive learning ethos, nursery vision and aims, which secure effective learning and teaching in partnership with the staff team.
- Ensure that appropriate curriculum and intervention programmes are developed in accordance with the needs and abilities of all vulnerable groups taking into account the requirements of the National Curriculum 2014 and the Early Years Foundation Stage Renewed Framework.
- Monitor, evaluate and review school and nursery policies, procedures and practice and take action where necessary.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo safeguarding training including up to date KCSIE training, child protection and safeguarding, prevent and other relevant safeguarding training courses as directed by the DSL.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role

DATA QUALITY

Council staff

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

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Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

May be required to undertake safeguarding training at appropriate level to the role.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

June 2026