# Under 3's Manager
# Job Description

**Pay:** West Sussex (NJC) Grade 10

**Reports to**: Head of School

**Responsible for**:

- Leading the under 3s' Nursery staff under the direction of the Head of School and Executive Headteacher to ensure the provision of high quality, fully integrated care and education
- Liaising and coordinating with all members of staff to ensure integrated cohesive provision for children accessing Nursery spaces in the Orchard and Baby Rooms and taking up breakfast, tea or holiday club sessions
- Being an active member of the Senior Leadership Team
- Acting as one of the Deputy Safeguarding Leads in the Head of School's absence
- Acting as INCo for the Orchard & Baby Rooms, liaising with the Nursery School SENCos

**Leadership and Management of Under 3s' Provision**

- Develop a warm, secure, caring and stimulating environment for the children in accordance with the principles and policies of the Nursery School and the requirements of the EYFS
- Maintain high standards of care and education that ensure the children's happiness and security and foster the all-round growth of each child.
- In conjunction with the Head of School and Executive Headteacher, plan and deliver stimulating programmes to ensure the growth and development of each child, using the Early Years Foundation Stage
- Oversee the organisation of appropriate daily routines
- Ensure that catering arrangements promote healthy eating habits and provide the children with their full nutritional requirements
- Ensure own professional development and reading to keep abreast of early years local and national developments and current best practice.
- Be an active member of the Senior Leadership Team, attending meetings, and contributing to the day to day running of the school
- Undertake the tasks outlined in the relevant sections of the Development Plan for the school
- Lead Under 3s' staff meetings to ensure continued staff development and improvement of the provision for children and address issues, making sure that accurate minutes are kept and actions agreed are completed
- Support the Head of School in identifying staffing needs and in the recruitment and interview process as required

- Oversee the preparation of staffing rotas to ensure adequate coverage on the Nursery floor and in line with statutory ratios
- Carry out annual and interim Performance Management appraisals and supervisions for staff
- Identify opportunities and need for further staff development and CPD
- Support the Admissions process to the Orchard Room and Baby Room, maintaining capacity and prioritising vulnerable children for places (in accordance with the Admissions policy)
- Be proactive in the Marketing of the Under 3s' provision and take every possible opportunity to maintain numbers on roll
- Show prospective parents round the setting and liaise with the office team to organise home visits and taster sessions for children who are about to start
- Regularly monitor the quality of the day to day provision in the Orchard Room and Baby Room, guiding and supporting staff and liaising with the Head of School and Executive Headteacher
- Oversee the provision for children with SEND, ensuring appropriate monitoring and assessment to identify children with emerging SEND needs and support staff in implementing appropriate strategies for children, in liaison with outside professionals and agencies, where necessary
- Make applications for additional SEND funding for individual children and undertake the necessary referrals in liaison with outside professionals and agencies
- Be alert to the potential for improvement and innovation within the Up to 3s' Nursery and to take the initiative for its implementation
- Monitor and maintain the quality of resources, displays and general provision
- Contribute to and support the training of students
- Comply with the setting's policies and Health & Safety requirements

**Teaching and Learning**

- Lead the planning and implementation of the EYFS curriculum, meeting the needs of the individual child in accordance with national and local standards.
- In conjunction with the Head of School and Executive Headteacher, take the lead in planning provision for children in the Orchard Room and Baby Room to ensure individual progress in all areas of the EYFS
- Ensure that the attendance and progress of children is monitored, recorded and maintained
- Model outstanding early years practice, working in the Orchard Room and Baby Room with children regularly as part of the staff ratio
- Have an oversight of all aspects of care which meet the needs of the individual child in accordance with the duty of care
- Liaise with wider school staff and multi-agency partners to enable the all-round needs of children to be met, including having oversight of all Early Help Plans and Child Protection/Child in Need Plans for vulnerable children in the Under 3s' provision, and attending relevant meetings for Nursery School children in the absence of the Head of School
- Take responsibility the creation and implementation of Individual Plans for children with additional needs
- Support the Head of School and Executive Headteacher in undertaking lesson observations and learning walks to monitor the quality of teaching and learning
- Play an active role in moderation activities
- Ensure that procedures for the safe collection of children, administration of first aid, reporting of accidents, managing of allergies etc. are adhered to

- Ensure that the Up to 3s' Nursery is kept clean and tidy, that resources are in a good state of repair and displays are current and child-led

**Wider Responsibilities**

- Adopt a strong leadership presence throughout the setting, attending key school events such as the Family Supper, Christmas Singing
- Open and secure the building as necessary

This job description contains an outline of the role holder's principal accountabilities and is not intended to be exhaustive. It will be reviewed as necessary and may be subject to modification or amendment at any time after consultation with the holder of the post.

## JOB SPECIFICATION

**Essential:**

- Qualified to at least Level 3 in Early Years and Childcare
- Experience in a Leadership role within a nursery setting
- Have competent IT skills using Word, Excel, Social Media and email

**Strongly Desirable:**

- EYPS/ EYTS or Foundation degree in Early Years or above
- Paediatric and First Aid at Work qualification
- To hold a current UK driving licence and have access to a car

## PERSON SPECIFICATION

**The successful candidate will need to have the following knowledge/skills:**

- Have excellent communication skills and the ability to manage sensitive situations
- Be discreet in dealing with information that may be of a confidential and sensitive nature
- Commitment to working compassionately with parents and improving the lives of young children
- A flexible, positive and creative approach to conflict resolution
- Have excellent organisational skills with the ability to work alone, managing own time and workload
- Have excellent interpersonal skills and be able to work as part of a team, building positive working relationships
- Be self-motivated with a flexible attitude
- Be able to use own initiative and see what needs to be done
- Willingness to work an occasional evening e.g. parents evening, open mornings or at a weekend e.g. Families Aloud
- A commitment to personal and professional development.