



Job Description: Nursery Manager

School: St. John's C of E VC Infants' School & Jumping Johns Nursery

Location: Glastonbury, Somerset

Grade: 12

Responsible to: Headteacher

Hours: Full time (including dedicated administration time)

Position Overview

The Nursery Manager is responsible for the overall leadership and management of Jumping Johns Nursery, ensuring the delivery of high-quality early years education and care. This role fosters a safe, nurturing, and stimulating environment for young children, while promoting the school's vision and values. The Nursery Manager engages with families and the wider community to enhance children's learning experiences.

Reporting Structure

- Reports directly to: Headteacher
- Department: Nursery

Key Responsibilities

Leadership and Management

- Oversee the daily operations of the nursery, ensuring a high standard of care and education.
- Foster a positive, reflective, and collaborative team culture among nursery staff.
- Support staff supervision, appraisal, and professional development.
- Ensure compliance with all statutory, local authority, and school policies.

Curriculum Development

- Work alongside the EYFS leader to develop and implement age-appropriate educational programmes in line with the Early Years Foundation Stage (EYFS) framework.
- Monitor and evaluate the effectiveness of the curriculum and make necessary adjustments to meet children's needs.
- Promote play-based, child-centred learning that supports children's development and wellbeing.
- Ensure accurate assessment, observation, and planning systems are in place.

Health and Safety Compliance

- Ensure compliance with health, safety, and safeguarding regulations within the nursery setting.
- Act as a Designated Safeguarding Lead for the nursery, ensuring safeguarding policies are understood and followed by all staff.
- Promote children's health, safety, emotional wellbeing, and positive behaviour.

Parental Engagement

- Foster strong relationships with parents and caregivers, providing support and guidance.
- Organise parent meetings and workshops to enhance family involvement in the nursery.
- Communicate effectively about children's learning, development, and wellbeing to build trust with families.
- Promote parental engagement and confidence in the nursery provision.

Primary Objectives

- Achieve and maintain high standards of early years education and care, as evidenced by regular evaluations and feedback.
- Ensure all staff are trained and supported to deliver quality teaching and learning experiences, with a focus on continuous professional development.
- Promote a positive and inclusive environment that supports the diverse needs of all children, reflected in practice and outcomes.
- Establish strong partnerships with parents and the local community to enhance children's learning experiences, measured through engagement metrics.
- Monitor children's progress and development, ensuring effective assessment and reporting practices are in place, leading to improved outcomes.
- Maintain compliance with all regulatory requirements and contribute to the school's overall improvement plan, with clear documentation of adherence.