



Nursery Manager Role Description

Responsible to:	Director
Responsible for:	Nursery Setting
Hours:	35 hours per week, 42 weeks per year (term-time)
Salary:	£34,728 to £38,890
Location:	Bexley Snap's offices in the London Borough of Bexley and elsewhere as required

Summary of role:

The Nursery Manager is responsible for overseeing the daily operations of our new nursery dedicated to supporting children with disabilities. This role involves managing a small staff team, implementing an inclusive Early Years Foundation Stage (EYFS) curriculum, and ensuring the nursery provides high-quality, personalised care and education. The Nursery Manager will work closely with families, carers, and external professionals to create a nurturing environment where children with special educational needs and disabilities (SEND) can thrive. Additionally, the Nursery Manager will ensure compliance with all legal and regulatory requirements, with a strong focus on safeguarding and inclusion.

Main duties and responsibilities

Leadership and Management

- Oversee the daily operations of the nursery, ensuring a safe, caring, and stimulating environment for all children.
- Lead the promotion of health, safety, safeguarding and well-being across the nursery.
- Recruit, manage and support nursery staff, ensuring they are trained and equipped to support children with disabilities effectively.
- Implement and monitor the Early Years Foundation Stage (EYFS) curriculum, adapting it to meet the needs of children with disabilities.
- Ensure compliance with all Ofsted and statutory requirements.



Partnership with Families and Professionals

- Build strong partnerships with parents and carers, providing them with regular updates on their child's progress and development.
- Collaborate with external professionals, including therapists, educational psychologists, and social workers, to provide comprehensive support for children with disabilities.
- Organise and participate in regular meetings with parents and professionals to support implementation and reviews of EHCP's (Education and Health Care Plans).

Safeguarding and Child Protection

- Support the Designated Safeguarding Lead (Director and Service Manager), ensuring that all child protection concerns are acted upon promptly and appropriately.
- Ensure that all staff are trained in safeguarding and understand how to respond to incidents involving children with disabilities.

Staff Development and Training

- Conduct regular staff supervisions and annual appraisals, identifying training needs related to disability support and inclusion.
- Practice and role model positive behaviour management techniques.
- Organise appropriate staff training.
- Ensure all staff are aware of and adhere to nursery policies and procedures, particularly those related to disability, inclusion, and safeguarding.

Monitoring and Evaluation

- Maintain accurate records of all children, ensuring compliance with nursery policies and statutory requirements.
- Regularly review and evaluate the effectiveness of the nursery's support strategies, making improvements as needed.
- Produce update reports for the Director and Trustee Board against targets set.
- Lead the nursery's self-evaluation and improvement planning processes, focusing on enhancing support for children with disabilities.



Financial and Resource Management

- Manage the nursery's budget, ensuring adequate resources are allocated for the support required, ensuring shared use of resources with other Snap services.

Marketing and Admissions

- Promote the nursery's inclusive ethos to potential parents and the wider community.
- Manage the nursery's admissions process, ensuring that children with disabilities are welcomed and supported from the outset.

Communication, fundraising and external liaison

- Encourage sharing of good practice, knowledge and information within Snap.
- Promote an inclusive environment that respects and values diversity, ensuring all children feel welcome and supported.
- Represent and promote Snap at all appropriate events.
- Support the work of all project leaders and the Director in fundraising by contributing to fundraising bids and participating in negotiations with funders as appropriate.

Other duties

- Attend meetings within and on behalf of Snap as appropriate.
- Any other duties, as appropriate to the role, as agreed by the Director.

Note: This job description reflects the present requirements of the post. As the Nursery setting develops, duties and responsibilities may change. The job description will be reviewed and is subject to amendment in consultation with the post holder.



Person Specification

Essential Criteria

Qualifications:

A minimum of Level 3 qualification in Early Years Education or equivalent, with additional training in SEND.

Experience:

At least 1 year of experience in a nursery or preschool setting management role, with a proven track record of working with children with disabilities.

Skills:

- Strong leadership and management skills.
- Excellent understanding of the EYFS framework, particularly concerning SEND support.
- Ability to work effectively with families, staff, and external professionals.
- Strong communication skills in English, both verbal and written.
- Ability to inspire, motivate, and manage a team and provide staff with necessary training and support.

Desirable Criteria

Qualifications:

- Additional qualifications in disability awareness and support.

Experience:

- Experience as a SENCO or similar role within an early years setting.

Skills:

- Experience in managing budgets and resources, particularly for disability support.

Personal Qualities

- Empathetic and understanding towards children with disabilities.
- Committed to inclusion and diversity.
- Calm, patient, and able to perform under pressure.
- Flexible and adaptable to the needs of the nursery and its children.