

ST JUDE'S SOUTHSEA

Nursery Manager Job Description

Context and Main Purpose

St Jude's Church Nursery is a 105 space setting that provides early education to children ages 2 – 5 years for 51 weeks of the year. The nursery exists to provide a surplus-making, value-for-money service that offers affordable faith based Christian childcare in the heart of Southsea. At its last inspection (2024) the Nursery received a Good outcome from OFSTED.

There are 5 indoor learning spaces that provide activities and resources that enable children to develop across all 7 areas of learning and children, it also has a large well equipped garden making sure children are able to access the outdoors.

St Jude's Church Nursery is committed to safeguarding and protecting the welfare of all children and expects all staff and volunteers to share this commitment. Alongside the role of Nursery manager, we employ a number of paid staff, part time deputy manager and business manager. Most of our staff have been employed by the nursery for a number of years - and we see providing a great place to work as part of our vision.

The nursery manager is a key appointment for the church - and their role is to provide effective leadership and day to day management of the setting, on behalf of the PCC in line with our vision.

Accountability

St Jude's Church Nursery is wholly owned by the St Jude's Parochial Church Council (PCC), operates from a church owned premises and the PCC are the employers of all staff engaged to work at the Nursery. The operations of the Nursery are overseen by the Nursery Management Committee (NMC) on behalf of the PCC - and the chair of the NMC is the line manager to the Nursery Manager.

Terms and Conditions

- 40 hours per week (although a part time or job share will be considered)
- £35,957 - £39,952 - FTE (this includes the expected pay increase expected in April 2025)
- 25 days annual leave plus bank holidays - FTE.
- The post requires an enhanced DBS disclosure.

GOR: In accordance with the Equality Act 2010 it is a genuine occupational requirement that the post holder is a practising Christian and we would expect the Nursery Manager to adhere to our values as a church.

Duties and Responsibilities

1. Strategic Responsibilities

- To shape the character and future prospects of the Nursery in line with the vision of St Jude's Church and Nursery.
- To encourage, model, promote and monitor a Christian ethos in all areas in the Nursery and inspire others to do the same.
- To be accountable to the PCC for the good leadership of the Nursery
- To attend all Nursery Management Committee meetings and submit a leadership report to each meeting.
- To assist in the creation of a high quality curriculum, ensuring learning happens across all areas and the requirements of Early Years Foundation Stage (EYFS) are effectively met whilst also integrating Christian principles.
- To enable the introduction to Christian teachings, values, and practices, helping children to grow in their faith from an early age.
- To ensure the Nursery delivers all outcomes required by Ofsted inspections.

2. Operational Responsibilities

- Direct and coordinate the activities of the nursery, ensuring it meets with national and Nursery policies/procedures, current legislation and the Early Years Foundation Stage framework.
- To be the nursery Designated Safeguard Lead (DSL) - attending child in need and child protection meetings, providing updates when necessary. Promote an ethos of safe working practice for all children and staff.
- Keep up to date with and ensure compliance with legislation concerning Equal Opportunities, SEND, First Aid, Child Protection/Safeguarding, Food Hygiene, risk assessments and COSHH and any other statutory training. Develop policies and procedures to ensure safe, effective management of the nursery.
- Ensure close liaison with parents/carers, informing them about the nursery and its curriculum, exchanging information about the children's progress and encouraging parental involvement. Monitor the online recording system for children's progress (Tapestry).
- Deal appropriately with complaints and issues relating to the full day care nursery as they arise and report actions and concerns as appropriate.
- Establish, develop and maintain professional working relationships with all external agencies.
- Organise and participate in regular parents' evenings, publicity, open weekends and children's outings. Ensure staff training is relevant and up to date.
- Ensure maintenance of accurate and up-to-date records for all children including attendance registers, medical records, emergency contact numbers, accident reports and risk assessment records and all other records and record keeping processes required by Ofsted.
- Ensure marketing and publicising of the facilities to ensure maximum occupancy and revenue.

- With the Business manager - oversee administration and finance of all nursery activities, and the keeping of accurate records of staffing.
- Take responsibility for Health and Safety matters in both normal and emergency situations in accordance with HSE and Nursery guidelines. Also being fully conversant with fire drills and other emergency procedures and taking responsibility for all users of the facilities.
- Oversee all areas of staffing at the nursery; including recruitment, training plans, motivation & staff well-being, supervisions & appraisals, staff ratios, staff records etc. to ensure its effective operation.
- Line management of staff including the deputy manager and business manager.
- Undertake recruitment of new staff in accordance with Safeguarding - Safer recruitment requirements. The role of the Deputy Manager is appointed in agreement with the PCC.
- Undertake any other duties commensurate with the grading of the post of Nursery Manager.

Person Specification – Nursery Manager

ATTRIBUTES/CRITERIA	RANK	HOW ASSESSED
EDUCATION & TRAINING Suitable NVQ level 3 Qualification in Early Years Early Years Professional Status Foundation Degree, BA Degree, First Aid Certificate Safeguarding Training Equal Opportunities Awareness	Essential Desirable Desirable Desirable Desirable Desirable	App/Cert. App/Cert. App/Cert. App/Cert. App/Cert. App/Cert.
KNOWLEDGE & EXPERIENCE Two years relevant practical nursery work Supervisory experience in a full day care setting Knowledge of Health and Safety Legislation/procedures Knowledge of Child development and behaviour Experience of Special Needs Knowledge of Safeguarding Children and Safer Recruitment Knowledge of Every Child Matters/The Children Act Knowledge of the Early Years Foundation Stage Understanding of equal opportunities and diversity Experience of creating, implementing and monitoring effectiveness of policies and procedures Experience in promoting a Christian ethos in a similar setting Knowledge of integrating Christian values into early years education	Essential Essential Essential Essential Desirable Essential Essential Essential Essential Essential Desirable Desirable	App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int.
SKILLS & ABILITIES Ability to demonstrate effective leadership and work as part of a team To be able to carry out administration and financial tasks Ability to work on own initiative and prioritise workload Ability to initiate and implement ideas Good planning/organisational skills Computer literate To be able to communicate effectively and develop positive relationships with adults, children and outside agencies Ability to write legibly and good presentation skills Ability to use initiative	Essential Essential Essential Essential Essential Desirable Essential Essential Essential	App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int. App/Int.
OTHER Committed Christian Enthusiasm for the role Flexible, Friendly Approach Evidence of Personal Development	Essential Essential Essential Essential	App/Ref/Int. App/Ref/Int. App/Int. App/Ref/Int.

KEY: App - Application Int.- Interview Ref - Reference Cert. - Certificate

NB. This post is exempt from the rehabilitation of Offenders Act 1974, applicants must be prepared to disclose any convictions/cautions they may have and any orders which have been made against them.